

**JOINT TRAVEL REGULATIONS****UNIFORMED SERVICE MEMBERS AND DOD CIVILIAN EMPLOYEES****1 AUGUST 2017**

A. Authorized Personnel. These regulation changes are issued for all Uniformed Service Members and DoD Civilian Employees.

B. New Regulation Changes. Material new to this change is indicated by **yellow highlighting** and is effective IAW the date of this change unless otherwise indicated.

C. Applicable MAP and/or CAP Items and Brief of Revisions. This change includes all material and revisions written in the following MAP and/or CAP Items:

**MAP/CAP 161-16(E) -- Allow an Exception to use of the PMR for the Defense Travel Modernization Pilot Program**. Allows an exception to the use of the Proportional Meal Rate (PMR) for travelers who are provided one or two meals at Government expense during the Defense Travel Modernization Pilot. Affects Appendix X.

**MAP 22-17(R) -- FY 2017 NDAA Maximum Reimbursement for Travel Expenses Outside the Normal Commuting Distance for IDT**. Implements Section 621 of the Fiscal Year (FY) 2017 National Defense Authorization Act (NDAA), which amends 37 USC §478a(c), maximum reimbursement amount for travel expenses for reservist attending inactive duty training (IDT) outside of the normal commuting distance. Affects par. 032304

**MAP 49-17(R) -- USCG Air Station Traverse City (MI) Temporary Lodging Expense (TLE) Extension**. Authorizes Coast Guard Air Station Traverse City, Michigan PDS area as a location to receive a temporary increase of 60 days TLE due to a sudden influx of personnel effective for the applicable period of 12 June to 30 September 2017. Affects par. 5434.

**MAP/CAP 055-17(E) -- Revised Joint Travel Regulations - Chapter 6 - Evacuations**. Rewrites Chapter 6, Evacuation Allowances.

**MAP/CAP 056-17(E) -- GAO Report Recommendations for Flat Rate**. Implements the recommendations of GAO Report 17-353 Flat Rate Per Diem to include clarifying what proof of lodging is and when receipts may be required for flat rate per diem. Affects par. 020311.

**MAP/CAP 078-17(I) -- Yellow Ribbon Reintegration Program (YRRP) Event -- Approval Level**. Clarifies that the Authorizing Official (AO) is the authorization authority for orders in connection with the YRRP. Affects par. 031902-B.

**MAP 80-17(I) -- Correct par. References in pars. 5434 and 5444**. Corrects erroneous par. references in pars. 5434 and 5444.



**JTR CROSSWALK TO REVISED JTR (August 2017)****CHAPTERS 1-4, 6, & 7**

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1020	Introduction
1025	Introduction
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1035	Omitted
1040	Introduction
1045	Introduction
1050	Omitted
1055	010205
1200	030802
1205	Omitted
1210	020303
1215	020206
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1225	Introduction
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## CHAPTER 2: STANDARD TRAVEL AND TRANSPORTATION ALLOWANCES

### 0201 INTRODUCTION

Standard allowances are the core set of rules used to compensate a traveler for normal expenses incurred while in a travel status under an official travel authorization. The information in this chapter applies to all travelers, unless noted otherwise. It includes rules for traveling locally, shipping belongings, and qualifying for the three major types of standard travel and transportation allowances: transportation, per diem, and miscellaneous reimbursable expenses.

#### 020101. Transportation Allowance

The amount of reimbursement depends upon the type of transportation authorized or approved, the type of transportation available, and the type that the traveler actually uses. Multiple transportation options are available to a traveler. The Government will consider the needs of the traveler, the purpose of travel, the cost, and other factors and then do one of the following:

- A. Provide Government transportation.
- B. Purchase commercial transportation on behalf of the traveler.
- C. Reimburse the traveler for personally purchased transportation.
- D. Reimburse the traveler for use of a privately owned vehicle (POV).

#### 020102. Per Diem Allowance

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official duty location. Only one per diem applies to a calendar day. The current rates are at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. Expenditures defined in the JTR as “incidental expenses” are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from “miscellaneous reimbursable expenses.” The following list of standard incidental expenses applies to all travelers:

- A. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.
- B. Laundry, dry cleaning, and pressing of clothing only while outside the continental United States (OCONUS).
- C. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.
- D. Expenses related to lodging that are listed in the room account.
- E. Transportation tips for courtesy transportation (for example, an airport shuttle).

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**Note:** For a traveler with disabilities or special needs, see par. 020207-D for relevant Miscellaneous Reimbursable Expenses.

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### **020103. Miscellaneous Reimbursable Expenses**

Although miscellaneous reimbursable expenses are one of the three major types of standard travel and transportation allowances, they are discussed in this chapter often as part of either the transportation section or the per diem allowance section. Miscellaneous expenses that are neither transportation-related nor per diem-related may require AO authorization or approval. Section 0204, “Miscellaneous Reimbursable Expenses,” identifies those miscellaneous expenses not listed in sections or paragraphs that specify transportation or lodging reimbursement.

## **0202 TRANSPORTATION**

This section addresses transportation to, from, and around official travel locations. The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO’s satisfaction that air transportation cannot meet the mission’s requirements efficiently or economically. Each traveler is allowed a seat on the authorized transportation mode. While an AO does not normally direct transportation, he or she may do so for a traveler under certain circumstances. If travel changes unexpectedly, the transportation type can be approved after travel has begun if the reasons are acceptable to the AO. Travel other than by a usually traveled route must be justified for any excess cost to be Government funded.

### **020201. Traveler Does not Use Authorized Transportation**

If an AO authorizes a transportation mode for TDY travel that a traveler does not use, then the traveler is reimbursed for the transportation mode that has been used, up to the cost of the authorized mode, unless stated otherwise in the JTR.

### **020202. Excluded Hours**

Normally, a traveler is not required to travel between the hours of 2400 and 0600 if it is not necessary for the mission. The AO must authorize or approve any rest stop. An en route rest stop may only be authorized when the flight exceeds 14 hours and travel is to or from a location OCONUS. An en route rest stop may not be authorized if the traveler is authorized first- or business-class travel. Rules and allowances for rest stops during travel are specified in Table 2-1.

<b>Table 2-1. En route and TDY Point Rest Stops</b>	
<b>Is Authorized...</b>	<b>Is Not Authorized...</b>
<b>Rest Stops at the TDY Point</b>	
<ul style="list-style-type: none"> <li>● When the circumstances warrant, and must not be automatic.</li> <li>● When the AO considers each case individually, considering both funding and mission needs.</li> </ul>	<ul style="list-style-type: none"> <li>● When the traveler is authorized first or business class travel.</li> <li>● When the traveler is provided a rest stop en route instead.</li> </ul>

<b>Table 2-1. En route and TDY Point Rest Stops</b>	
<b>Is Authorized...</b>	<b>Is Not Authorized...</b>
<b>Rest Stops En Route</b>	
<ul style="list-style-type: none"> <li>● To allow the traveler to start at, near, or after the end of the traveler's regularly scheduled duty hours.</li> <li>● During usual rest hours and if the transportation mode does not provide adequate sleeping accommodations.</li> <li>● At a location that is an intermediate point, and is near to midway in the journey as the authorized carrier schedule permits.</li> <li>● For a period limited to 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination.</li> <li>● At a location en route at which the carrier permits free stopovers.</li> <li>● When the origin or destination location is OCONUS and travel is by a usually traveled route.</li> <li>● When the scheduled flight is over 14 hours by a usually traveled route. A 14-hour period includes scheduled flight time, stopovers, and plane changes. However, it does not include overnight time spent at airports.*</li> <li>● When en route to the TDY site or upon return if the traveler cannot rest before returning to work. This must be in the Government's interest and is not automatic.</li> </ul>	<ul style="list-style-type: none"> <li>● For official travel for a permanent change of station (PCS), consecutive overseas tour (COT) leave, renewal agreement travel (RAT), emergency leave, Rest and Recuperation (R&amp;R), Funded Environmental Morale Leave (FEML), and personnel evacuations.</li> <li>● For personal convenience when a traveler chooses to travel by a circuitous route, causing excess travel time.</li> <li>● When a traveler takes leave at a stopover location.</li> <li>● For a traveler authorized first or business class accommodations.</li> <li>● When the flight lasts 14 or fewer hours.</li> <li>● When travel is within the CONUS.</li> <li>● When the traveler is provided a rest period at the TDY point before reporting for duty.</li> </ul>

*\*The flight length alone is not sufficient justification to authorize or approve an en route rest stop. The TDY mission must be so unexpected that the traveler was unable to schedule a flight arriving the day prior to allow rest before work and the travel authorization must clearly state when the TDY travel was identified and when travel reservations were made.*

### **020203. Transportation Types Most Advantageous to the Government**

A. Preferred Transportation. In the case of TDY travel, the following transportation types are presumed most advantageous to the Government, unless the AO determines otherwise.

1. Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.
2. When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.
3. When travel must be by automobile, a Government automobile is most advantageous. If a Government automobile is not available, then:
  - a. Consider a rental car. See the Defense Travel Management Office (DTMO) [rental car](#)

[agreement](#) and Defense Travel Regulation (DTR) [4500.9-R, Part 1](#), for instructions and guidance for rental car selection.

b. A POV is considered most advantageous to the Government only after the other transportation types have been considered.

(1) If the AO determines that using a Government automobile would be more expensive than using a POV because of unusual circumstances, then the AO may authorize reimbursement for POV use on TDY travel.

(2) A traveler's personal choice must not be the sole determining factor for authorization.

B. Determination Factors. The AO will use the following factors to determine which type of transportation is most advantageous to the Government for TDY travel:

1. Mission requirements, including trip length and transportation of baggage, tools, or equipment.
2. Availability of other transportation modes and the effect on productive time.
3. TDY location in relation to traffic conditions, routing, and weather.
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points.
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders.
6. Productive time lost due to additional travel time.
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission expeditiously.
8. Unavailability of practicable commercial transportation.
9. Delay to mission caused by the use of an airplane, train, bus, or ship.

#### **020204. Distance Determinations**

Distances are determined by using the [Defense Table of Official Distances \(DTOD\)](#). It is the only official source for PCS and TDY distance information, including for personally procured moves. If a facility or location is not listed, contact the [DTOD Web site](#). The DTOD does not apply to the following distances, which are determined by odometer readings:

- A. In and around the PDS or TDY sites.
- B. Between the home or office and the transportation terminal.
- C. For a Service member who travels a short distance for a move within the same city.

D. For a civilian employee who transfers a short distance in accordance with par. 5566-C.

E. Round-trip travel between home and the active-duty tour site for a Reserve Component (RC) member on active duty when he or she commutes.

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**Note:** For determining distances when privately owned air transportation is used, see par. 020210.

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### 020205. Separate Legs of Travel

Travel between any two official points listed in Table 2-2 is computed as a separate leg of travel. If the trip involves more than one leg of travel, then each leg is computed separately.

1. Actual residence	1. TDY location	1. First duty station
2. Home of record	2. Renewal agreement travel leave location	2. Last duty station
3. Primary residence	3. Permanent duty station (PDS)	3. Alternate location
4. Privately owned vehicle-storage facility	4. Passenger point of embarkation	4. Passenger point of debarkation
5. Location of last move home for a Senior Executive Service civilian employee	5. Privately owned vehicle-unloading port or vehicle-processing center	5. Privately owned vehicle-loading port or vehicle-processing center
6. Safe haven location	6. A designated place	6. Home of selection
7. Consecutive overseas tours leave location		7. Place from which entered or called to active duty

### 020206. Airplane, Train, Ship, and Bus Transportation

A. Missed or Canceled Travel Arrangements. A traveler who misses or cancels travel arrangements must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements. A traveler must also notify the AO of such situations. A traveler who is stranded while on official travel because arranged transportation was involuntarily canceled must contact the AO or supervisor for guidance concerning lodging or other arrangements. Failure to follow these procedures may make a traveler financially liable for any resulting expenses.

B. Lost or Stolen Tickets. Lost tickets must be reported to the TMC. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket, and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. Refer to [DoDFMR, Volume \(Vol.\) 9](#), for procedures on reporting stolen tickets.

C. Unused Tickets. All unused tickets, including a portion of a ticket, coupons, exchange orders, refund slips, airfare adjustment notices, and similar items and information relating to the unused

transportation must be turned into the TMC.

D. Replacement Transportation. A traveler who lacks sufficient funds to purchase duplicate transportation may be furnished necessary transportation on a cost-charge basis in accordance with DoD Agency regulations ([DoD Regulation 4500.9-R, "Defense Transportation Regulation," Part 1](#)) or Service regulations.

E. Lost, Stolen, or Unused Government Transportation Request (GTR). A traveler, or other accountable person, must safeguard a GTR at all times because he or she may be held liable for any Government expenditure caused through personal negligence in safeguarding the GTR. If a GTR is lost, stolen, or unused, immediately notify the proper official, the named carrier, and other local carriers in accordance with Service or DoD Agency procedures and regulations.

F. Lost, Delayed, or Damaged Accompanied Baggage. A traveler may keep payments from commercial carriers for accompanied baggage that is lost, delayed, or damaged. However, accepting the payment may affect any potential claim against the Government for the lost baggage. A traveler who intends to file a claim against the Government for the baggage's loss, delay, or damage should speak with a Government Claims Office before accepting a carrier's compensation.

G. Frequent-Flyer Miles or Other Promotional Benefits. A traveler can keep any frequent-flyer points or miles, hotel rewards, or rental car upgrades accumulated during official travel, as long as those promotional items are available to the general public or to a class consisting of all civilian employees or Service members. If a traveler voluntarily gives up a seat on an airplane, then the traveler is responsible for any additional costs incurred, such as additional lodging or meal expenses. Also, a traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money.

H. Registered or Trusted Traveler Program. Use of Government funds to obtain membership in registered or trusted traveler programs, such as Fly Clear, is statutorily prohibited ([5 U.S.C. §5946](#) and [GSA Bulletin FTR 08-05 of June 25, 2008](#)).

I. U.S. Carriers Required. The [Fly America Act](#) requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel ([49 U.S.C. §40118\(d\)](#) and [55 Comp. Gen. 510. B-138941, March 31, 1981](#)). The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available.

1. The [Fly America Act](#) does not mandate travel across the continental United States (CONUS) when traveling between two locations OCONUS.

2. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used. If a U.S. flag air carrier service or a U.S. flag ship is available for an entire trip and the traveler uses a non-U.S. flag air carrier or foreign flag ship for any part of the trip, the transportation cost on the non-U.S. flag air carrier or the foreign flag ship is not payable ([FTR §301-10.143 and 41 CFR §301.181](#)).

3. Documentation must be provided to the traveler to support all reasons when a non-U.S. flag air carrier is used in accordance with Service regulations. The documentation should include the traveler's name, non-U.S. flag air carrier used, flight number, origin, destination and en route points, dates, justification and the authorizing or approving official's title, organization, and signature. Endorsements on the order or Government-travel-procurement document, made in accordance with Service regulations, are acceptable.

<b>Table 2-3. Rules for U.S. Flag Carriers</b>	
<b>If...</b>	<b>Then...</b>
<b>U.S. Flag Air Carrier</b>	
a U.S. flag air carrier is available, and the carrier performs the required commercial air transportation, and its use serves the mission,	a traveler must use the available U.S. flag air carrier.
a U.S. flag air carrier is not reasonably available for the most direct point between two OCONUS locations,	use of a non-U.S. flag air carrier may be authorized or approved ( <a href="#">GSBCA 16632-RELO, July 15, 2005</a> ).
a comparable or different kind of a non-U.S. flag air carrier costs less, or is preferred, by the Service or traveler, or considered more convenient,	a traveler must still use the available U.S. flag air carrier.
the only U.S. flag air carrier available requires boarding or leaving the carrier between midnight and 6 a.m., or travel during those hours,	the U.S. flag air carrier must still be used if available. The AO may authorize or approve the traveler a brief non work period, limited to 24 hours if the destination is other than the traveler's PDS.
an indirect route is used for personal convenience and a U.S. flag carrier is available over the direct route,	a non-U.S. flag air carrier may not be used.
a U.S. flag air carrier offers nonstop, direct service with no aircraft change,	a U.S. flag air carrier must be used unless such use would extend travel time including delay at origin, by 24 or more hours.
a U.S. flag air carrier does not offer nonstop or direct service between origin and destination,	a U.S. flag air carrier must be used on every flight segment in which it provides service unless, when compared to using a non-U.S. flag air carrier such use would result in one of the following: <ul style="list-style-type: none"> <li>● Increase the number of foreign location aircraft changes made by two or more.</li> <li>● Extend travel time by 6 or more hours.</li> <li>● Require a connect time of 4 or more hours at a foreign interchange point.*</li> </ul>
a U.S. flag air carrier does not provide service on a particular flight segment,	a non-U.S. flag air carrier may be used, but only to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier service.*
a U.S. flag air carrier involuntarily reroutes a traveler on a non-U.S. flag air carrier,	a non-U.S. flag air carrier may be used. If given the choice to substitute service without delaying the travel, the traveler should select a U.S. flag air carrier.*(59 Comp. Gen. 223 (1980)).
the AO determines that a US flag air carrier cannot provided needed air transportation or cannot accomplish the mission,	a non-U.S. flag air carrier may be used.*
a non-U.S. Government source pays for transportation directly, or later reimburses by: <ul style="list-style-type: none"> <li>● A foreign government (for example, Foreign Military Sales funded with foreign customer cash or repayable foreign military finance credits),</li> </ul>	a non-U.S. flag air carrier may be used.*

<b>Table 2-3. Rules for U.S. Flag Carriers</b>	
<b>If...</b>	<b>Then...</b>
<ul style="list-style-type: none"> <li>• An international agency,</li> <li>• Another organization,</li> </ul>	
<p>transportation is paid by a non-Federal source, in accordance with the JTR, <a href="#">DoD 5500.07-R</a>, or Service regulation for non-DoD Services,</p> <p>a non-U.S flag air carrier service would be 3 hours or less, and the U.S. flag carrier use would at least double the en route travel time,</p> <p>medical reason including the need to reduce the number of connections and delays when transporting a person in need of treatment,</p> <p>first-class accommodations are the only option on a U.S. flag air carrier, and less than first-class accommodations are available on a non-U.S. flag air carrier,</p> <p>the transportation is provided under a bilateral or multilateral air agreement to which the U.S. Government and the Government of a foreign country are parties and the Department of Transportation has determined it meets the requirements of the <a href="#">Fly America Act</a>,</p>	a non-U.S flag air carrier may be used.*
a traveler's safety is at risk, such as a terrorist threat against the traveler	the AO can authorize or approve a non-U.S. flag air carrier. The risk must be supported by evidence.*
the use of a U.S. flag air carrier would result in a delay to the traveler and involves more than 48 hours of additional per diem,	a non-U.S. flag air carrier can be used, if it reduces the delay ( <a href="#">56 Comp. Gen. 216 (1977)</a> ).*
the only U.S. flag air carrier service between foreign points requires travel between midnight and 6 a.m., to include boarding and exiting the carrier, and a non-U.S. flag air carrier does not require travel at during those hours,	a non-U.S. flag air carrier may be used to the nearest interchange point on a usually traveled route to connect with a U.S. flag air carrier.
<b>U.S. Flag Ship</b>	
a U.S. flag ship cannot provide the transportation service required,	transportation may be obtained aboard a foreign flag ship.* ( <a href="#">B-190575, May 1, 1978</a> ).
a U. S. flag ship would seriously interfere with or prevent the performance of official business,	the AO may authorize or approve the use of a foreign flag ship.*
a U. S. flag ship is not available,	the transportation or other appropriate officer may authorize or approve use of a foreign flag ship.*
the request for foreign flag ship is for inconvenience in securing transportation on a U.S. flag ship, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons	a foreign flag ship may not be authorized or approved.*

**Note:** When using code share flights involving non-U.S. flag air carrier, the U.S. flag air carrier flight number must be used on the ticket for the travel to qualify as having been on a U.S. flag air carrier. If the non-U.S flag air carrier flight number is placed on the ticket then a non-availability

document is needed.

**Note:** [49 USC §40118\(d\)](#) permits the Secretary of State and the Administrator of the Agency for International Development to authorize their employees to travel by non-U.S. flag air carriers between two places in foreign areas even if U.S. flag air carriers are available. This authority does not apply to Service members, civilian employees, or any of their dependents.

J. Class of Service Used in Transportation. A traveler must use economy or coach accommodations on an airplane, train, or ship. However, the order-issuing AO may authorize travel on transportation that offers only premium-class service, such as Acela.

1. Table 2-4 identifies other conditions under which a traveler can upgrade transportation accommodations. A traveler experiencing extenuating or emergency circumstances may seek approval for an upgraded class of service after the fact. All other travelers must submit their requests in advance for accommodations at a higher class of service than economy or coach.

2. Table 2-5 identifies who can authorize or approve premium-class accommodations. Only a person senior to the traveler may authorize or approve an upgraded class of service.

3. The flight length alone is insufficient justification to authorize or approve business-class travel. The AO must first consider using economy or coach-class fare and scheduling the traveler to arrive the day before TDY begins to allow appropriate rest. The second choice is to use economy or coach-class fare and arrange a rest stop, preferably at a no-cost point allowed by the airline with the traveler scheduled to arrive on the day TDY starts. The last option is to use business-class accommodations with a scheduled arrival on the day TDY starts.

4. Travel authorization for upgraded accommodations must be retained in accordance with Records Management procedures.

5. A travel authorization must include:

a. The cost difference between economy or coach class and the upgraded ticket (see Appendix H, par. B).

b. The paragraph number in the JTR for the conditions that justify the change in class of service.

c. A statement that the traveler is responsible for the cost difference between the transportation class for which the traveler was eligible and the cost of an upgraded class of service purchased if the accommodations are not approved after the fact.

<b>Table 2-4. Travelers Changing Class of Service</b>	
<b>If...</b>	<b>Then...</b>
Approved to use non-U.S. flag carrier and economy or coach accommodations do not meet adequate sanitation or health standards,	the traveler should request the AO to upgrade the class of service.
other transportation accommodations are not available and the AO identified in Table 2-5 determines that a premium-class upgrade or extra train fares are necessary for the mission after	the AO may authorize or approve travelers to book first- or business-class airfare and extra train fares.

<b>Table 2-4. Travelers Changing Class of Service</b>	
<b>If...</b>	<b>Then...</b>
considering the TDY location, cost, and travel time,	
the traveler's or Service's needs require use of accommodations that do not meet minimum standards,	the traveler may voluntarily accept or use these accommodations and the Government may furnish them. The Government cannot direct the traveler to accept inadequate accommodations.
accommodations that are usually more costly, such as business or first class, are offered at a lesser rate than economy or coach,	the traveler may use the upgraded accommodations without obtaining special approval or authorization.
the AO determines the added cost of premium-class seating is necessary because less costly accommodations are inadequate for a traveler with a documented medical or special need,	a traveler may book economy plus or coach elite airfare seating and the AO may also authorize airfare for an attendant required to accompany the traveler en route (see par. 020206-K).
Government property or a traveler would be endangered using less costly accommodations,	more costly transportation at Government expense may be authorized or approved.
a protective detail accompanies a traveler who is authorized more costly accommodations,	
a courier or control officer accompanies a controlled pouch or package when accommodations with adequate security are not available at a lower cost,	
lower class accommodations are not reasonably available for departure within 24 hours of the traveler's proposed arrival or departure times, or do not allow the traveler to arrive or depart in time to report for duty when scheduled,	the AO must justify putting business- or first-class transportation in the travel authorization by stating all of the following: <ul style="list-style-type: none"> <li>● When the TDY travel was identified.</li> <li>● When travel reservations were made.</li> <li>● The cost difference between economy or coach transportation and the business- or first-class transportation selected.</li> </ul>
a flight is scheduled to last longer than 14 hours during TDY and the origin or destination is OCONUS, the mission is so unexpected and urgent that it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TDY site before starting work,	
the following personnel are required for the mission: <ul style="list-style-type: none"> <li>● Federal advisory committee members;</li> <li>● Special high-level invited guests; and</li> <li>● U.S. Armed Forces attachés accompanying foreign government minister traveling to the United States to consult with U.S. Federal Government officials.</li> </ul>	the traveler may use business class if it is available and first class if not. This is not applicable to NOAA.
a non-Federal source pays for business-class transportation in advance,	the travel authorization must state that the transportation has been paid by a non-Federal source. Refer to <a href="#">DoD 5500.7-R</a> and Service issuances.
a non-Federal source pays for first-class transportation in advance, and at least one of the other circumstances in this table for first-class travel is also met,	
using business class results in overall savings to the Government by eliminating overtime,	a cost comparison must be stated on the travel authorization.

<b>If...</b>	<b>Then...</b>
additional subsistence costs, or lost productivity time,	
foreign-government personnel are traveling in the Government's interest and the traveler's country has regulations, a memorandum of understanding, a memorandum of agreement, or a status of forces agreement that requires business or first-class accommodations,	the traveler is authorized business- or first-class transportation.
an en route stopover is an overnight stay and an en route rest stop is authorized or an overnight rest period occurs at the TDY location before beginning work,	business class is not allowed.

K. **Medical or Special Needs.** Any accommodation for a medical or special need requires that a medical authority provides a written certification of the medical condition or special need. An AO should also consider physical characteristics when determining the class of travel and the options for accommodating those special needs. Consider other travel options, such as purchasing two coach seats or reserving a bulkhead seat with extra leg room, before recommending first-class travel. If the traveler requires an attendant or escort, see Chapter 3, Part D, for criteria to authorize or approve premium-class airfare for the attendant. Authority to use upgraded accommodations is limited to the disabled or special needs traveler and their attendant, and does not permit the rest of the family to travel on a class of service other than economy or coach. A medical authority must recertify the traveler's medical condition or special need in writing:

1. Every six months for a temporary condition.
2. Every two years for a lifelong condition.

<b>Agencies</b>	<b>First Class</b>	<b>Business Class</b>
OSD and Defense Agencies	Administration and Management Director.*	Administration and Management Director. May be delegated no lower than a three-star or civilian-equivalent level.
Joint Staff	Joint Staff Director, or as delegated. Re-delegation may be no lower than a three-star major commander.	Joint Staff Director, or as delegated. May be delegated no lower than a two-star or civilian-equivalent level.
CCMD	Combatant Commanders (CCDR), or as delegated. Re-delegation may be no lower than the Command's three-star deputy or vice commander.	CCDR, or as delegated. May be delegated no lower than a two-star or civilian equivalent level.
Military Departments	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, and four-star major commanders or their three-star vice or deputy commanders.*	Secretary may delegate to Under Secretary, Service Chiefs, Vice or Deputy Chiefs, four-star major commanders, three-star deputy or vice commanders, or two-star or civilian-equivalent level.*
U.S. Public Health	Secretary of Health and Human	Flag officers at the two-star level or

<b>Agencies</b>	<b>First Class</b>	<b>Business Class</b>
Service (USPHS) Members Only	Services.*	their civilian equivalents, to whom authority has been delegated by the first-class authorizing or approving authority*
National Oceanographic and Atmospheric Association (NOAA) Corps Members Only	NOAA Corps Director.*	
U.S. Coast Guard Members Only	Secretary of Homeland Security.*	Coast Guard Commandant or Vice Commandant.*

\*No further delegation.

L. Not Authorized. Unless authorized or approved for medical reasons or physical handicap in accordance with the par. 020206-K upgraded accommodations are not authorized for the types of travel listed in Table 2-6.

<b>Leave Travel</b>	<b>Evacuations</b>	<b>Permanent Travel</b>
<ul style="list-style-type: none"> <li>● Emergency leave</li> <li>● R&amp;R</li> <li>● FEML</li> <li>● Emergency visitation travel</li> </ul>	<ul style="list-style-type: none"> <li>● Personnel evacuations</li> <li>● Family visitation travel</li> </ul>	<ul style="list-style-type: none"> <li>● PCS</li> <li>● COT</li> <li>● RAT</li> </ul>

M. Commercial Air Transportation. Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.

1. General Services Administration (GSA) City Pair Program Fares

a. The GSA City Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The program requires a traveler to use these routes when they are available. City Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. City Pair Program flights are identified by the fare basis codes of either “YCA” or “-CA.”

(1) YCA refers to a contracted, unrestricted coach-class fare that includes the benefit of last-seat availability. As long as a seat is available on the airplane, the Government traveler may purchase the seat at the YCA airfare.

(2) -CA refers to a contracted, unrestricted coach-class fare that is capacity controlled. Only a certain number of seats are available on a given flight at the -CA rate. A -CA airfare should be used when available and only the YCA should be used for cost comparison.

b. A command cannot permit a TMC to purchase YCA airfare when a -CA airfare is available and the AO determines that a -CA airfare meets the mission’s needs. The basis for the policy constructed airfare is still the YCA airfare.

c. When a City Pair Program fare is *not* available, the lowest-cost economy or coach unrestricted fare should be used. For details on the City Pair Program, see Appendix P.

2. Restricted Airfares. The AO may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs. When a [City Pair Program](#) fare is available, the AO must use the “Restricted Fares Checklist,” located in Appendix H, par. G, when considering the approval of restricted airfares. Restricted airfares cannot be applied in a blanket fashion, but can be considered for each trip on an individual basis. For City Pair Program routes, if the contract carrier offers a lower fare, the traveler must use that airline’s restricted fare before selecting another airline’s restricted economy or coach airfare. The AO must consider that if a restricted fare is authorized and then later canceled or changed for official reasons and not for the personal convenience of the traveler, the Government is responsible for any excess costs.

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**Note:** When a restricted airline ticket is changed or canceled, any remaining value may only be used for future official travel. Under no circumstances may the traveler pay any penalty and then use the ticket or partial credit for personal travel.

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3. Involuntarily Denied Flight Boarding. A traveler who is involuntarily denied boarding on a flight must contact the TMC to book a new flight if a subsequent flight cannot be provided without additional cost to the Government. Any compensation for the denied seat belongs to the Government ([59 Comp. Gen. 203 \(1980\)](#)). The traveler must request that the carrier show the “Treasurer of the United States” as payee on the compensation check, in accordance with [DoDFMR, Vol. 9](#).

<b>Table 2-7. Transportation Allowances for Commercial Air Travel</b>	
<b>If...</b>	<b>Then...</b>
no written policy specifies which airport to use and multiple airports in the same area are available for use,	the traveler may select which airport to use. A traveler can only be required to use a non-servicing airport when the command or installation has a written policy that requires using it because it is economical.
local written policies do not permit a traveler to select which of multiple airports in the same area to use,	the traveler must follow the local written policy in selecting an airport.
a traveler is unable to travel by air due to a medical condition or genuine fear of flying that would result in a serious physical or psychological reaction,	the AO may authorize an alternate type of transportation after receiving a medical authority’s written certification that the condition or fear prevents travel by air.
a traveler must change airlines to get to a destination and one or both airlines do not interline baggage,	the traveler can use a different airline, even if it is more expensive, unless he or she is booked on an AMC Patriot Express flight. Regardless of the airline, the traveler must follow the <a href="#">Fly America Act</a> .

N. Train, Ship, or Bus Transportation. For trains and buses, use the discount fares offered to the Government when the transportation meets mission requirements. Travel by ship may be authorized or approved under the following circumstances ([OMB Bulletin 93-11, April 19, 1993](#)):

1. The travel can be completed only by ship.
2. The travel is performed more economically or efficiently by ship.
3. The travel is for medical reasons.

4. The travel is for security reasons.
5. The Secretarial Process authorizes or approves the travel as being advantageous to the Government for travel OCONUS.

### **020207. Reimbursement for Commercial Transportation**

A. Commercial Air, Train, Ship, or Bus Transportation. A traveler is reimbursed the authorized or approved transportation cost, which includes the fare and the TMC fee. If a traveler uses Government-procured transportation for part of a leg of travel, reimbursement to a traveler must be reduced by the cost of the Government-procured transportation. However, advanced seat assignment and additional-fee seating is a personal choice. Any fee incurred for changing the seat assignment is not reimbursed unless it is in the Government's interest, such as would be the case for an eligible traveler with a medical or special need.

B. Transoceanic Ship Travel. Reimbursement for a traveler who uses unauthorized or unapproved transoceanic ship travel is limited to the policy-constructed cost. The "policy-constructed cost" is the sum of the transportation cost and the TMC fee that the Government would have incurred if travel had been performed using the authorized transportation type.

C. Miscellaneous Reimbursable Expenses Associated with Commercial Air, Train, Ship, or Bus. Commercial air, train, ship, or bus reimbursable transportation expenses consist of:

1. Fees for the first checked bag. Any additional cost because of size or weight must be authorized or approved.
2. Excess accompanied baggage when it is authorized or approved. To be authorized or approved, the contents of the baggage must be required for the traveler's official duty and must not be available at the TDY location. Refer to Chapter 5 for allowances related to unaccompanied baggage.
3. Accompanied baggage that goes to the original destination on an unused portion of a ticket after the traveler prematurely leaves the carrier if the traveler provides a full explanation of facts that is acceptable to the Transportation Officer or AO.
4. Expedited return to the travel origination point of accompanied baggage from which a Service member or civilian employee has become separated during a troop movement, when authorized or approved in accordance with Service regulations.
5. The extra cost of a paper ticket add-on fee when authorized or approved as necessary and documented, such as an airline work stoppage.
6. One-way mileage, at the TDY mileage rate, from home or place of duty to a transportation terminal for each way, or round-trip mileage if being dropped off or picked up, when a traveler uses a POV.
7. Ground transportation between interim terminals when traveling on official business.
8. In-flight internet connections are not reimbursable unless authorized or approved and determined they are used to perform official business.

9. Arrival or departure taxes or fees that are charged for entry or exit from a foreign country may be reimbursed if the traveler incurs the expense directly, rather than including in the transportation ticket cost.

D. Miscellaneous Reimbursable Expenses for Travelers with Medical or Special Needs. A traveler with medical or special needs may receive reimbursement for the following additional transportation-related miscellaneous costs:

1. Specialized services provided by a commercial carrier that are necessary to accommodate the traveler's disability or special need, such as specialized transportation to, from, or at a TDY location.

2. The cost of renting or transporting specialized equipment, such as a wheelchair, needed in transit or at the TDY location.

3. Baggage check-in fee at curbside.

4. Baggage handling tips for a traveler with a disability.

E. Reimbursement When a TMC Is Available but Not Used. When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.

F. Reimbursement When a TMC Is Not Available. When the AO certifies that a TMC is not available to arrange the required official transportation, the traveler receives reimbursement for the actual authorized or approved transportation costs, including the transaction fee. The total transportation reimbursement must not exceed the policy-constructed fare that meets mission requirements.

## **020208. Reimbursement for Government Transportation**

A. Reimbursement for Government Plane, Ship, or Bus. An AO may direct a traveler to use Government transportation, such as a plane, ship, or bus. When a traveler does not use the directed mode, reimbursement is not allowed. A traveler is not ordinarily charged for baggage expenses when using Government transportation. The AO must authorize or approve any charges for excess accompanied baggage.

B. Government Automobile. An AO may direct a traveler to use a Government automobile when taking an airplane, train, bus, or ship is not advantageous to the Government. In these cases, the traveler must use a Government automobile, if one is available. If an AO determines a Government automobile would be more expensive than a POV, then the AO may authorize a POV. See Table 2-9 for information about the circumstances under which a Government automobile is directed but a POV is used instead.

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**Note:** A Government automobile is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort.

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C. Reimbursement for Use of a Government Automobile. A traveler using a Government automobile may receive reimbursement for:

1. Gas and oil.
2. Ferry fares, storage fees, guard fees, and repairs.
3. Bridge, road, or tunnel tolls.
4. Parking fees when the AO authorizes or approves them.
5. Insurance to cover liability for damage, personal injury, or death to third parties when traveling in foreign locations where law requires the insurance coverage.
6. The cost of an international driver's license, including the cost of photos, when mission essential.

### 020209. Rental Vehicle

A. Obtaining Authorization. An AO must authorize or approve use of a rental vehicle. A traveler must obtain a rental vehicle through an electronic system when it is available or through the TMC if it is not available. TMC use is not mandatory when renting an airplane or bus ([CBCA 2956-TRAV, January 31, 2013](#)). A compact vehicle is the standard size for official travel, but the AO may authorize or approve a larger vehicle for the following reasons:

1. Medical disability or other special need.
2. Mission requirements.
3. Cost is the same or less for a non-compact vehicle.
4. Multiple travelers are authorized to travel in the same rental vehicle.
5. Government material for official business requires more space.
6. Safety, such as driving during severe weather or on rough or difficult terrain.

B. Reimbursement for Use of a Rental Vehicle. A traveler is reimbursed the cost of the authorized or approved rental vehicle. This includes the related taxes and local assessments added into the rental agreement. Fees associated with rental car loyalty points and the transfer of points are not reimbursed.

C. Reimbursement for Rental Vehicle Insurance. The Government is self-insured. A traveler should verify that a rental vehicle is part of the [U.S. Government Rental Car Agreement](#), which provides full insurance coverage. The traveler is reimbursed optional insurance on a rental only when traveling in foreign areas where insurance is required by law or when traveling for certain classified special operations in the CONUS or non-foreign areas OCONUS. For these classified special operations, the AO must specifically approve the insurance reimbursement.

<b>Table 2-8. Rental Vehicle Expenses</b>	
<b>If...</b>	<b>Then...</b>
a traveler does not obtain the rental vehicle through a TMC,	reimbursement is limited to what the rental vehicle would have cost if it had been obtained

<b>Table 2-8. Rental Vehicle Expenses</b>	
<b>If...</b>	<b>Then...</b>
	through a TMC.
the AO did not authorize or approve the rental vehicle for en route travel to or from the TDY location,	the traveler may be reimbursed the TDY mileage rate as if traveling by POV. The TDY mileage-rate reimbursement is limited to the mode of transportation authorized.
multiple travelers go to one location,	only the traveler booking the rental vehicle may claim expenses associated with its use.
a traveler cannot refuel completely before returning the vehicle because of safety issues or the location of the closest fueling station,	the rental vehicle company's charges to refuel the vehicle may be approved for reimbursement.
a daily administrative fee is charged due to the <a href="#">U.S. Government Rental Car Agreement</a> , which includes a Government administrative rate supplement (GARS),	the traveler may receive reimbursement for the daily administrative fee.
the mission requires an international driver's license,	the traveler may be reimbursed the cost of obtaining it, including the cost of the photos.
a breathalyzer is required in a foreign country and the traveler returns it unused,	the breathalyzer fee is reimbursable.
a breathalyzer is required in a foreign country and it is used,	the breathalyzer fee is reimbursable if a foreign authority directed the driver to use it and the device shows that the driver was not impaired.
	the breathalyzer fee is not reimbursable if the breathalyzer was used for personal convenience or while not on official travel, or if a foreign authority directed the driver to use it and the device showed the driver was impaired.
non-standard equipment, such as snow tires, is necessary,	fees for the upgrade are reimbursable if the equipment is part of the rental agreement; however, equipment purchased separately from the rental vehicle agreement is not reimbursable.
the AO determines that use of a one-way rental is advantageous to the Government,	the drop-off fee may be reimbursed.
the AO determines that a rental vehicle dropped off at an alternate location is advantageous to the Government,	
the AO authorizes or approves a global-positioning system,	the traveler may receive reimbursement.
a traveler incurs gas or oil expenses,	the traveler may receive reimbursement. <b>Note:</b> Prepaid fueling is not authorized.
the AO authorizes or approves ferry fares; bridge, road, and tunnel tolls; and parking fees,	the traveler may receive reimbursement; however, an administrative fee associated with failing to pay a toll is not reimbursable.
the AO authorizes or approves use of a toll-collection transponder when necessary for official use,	
the traveler pays for access fees, for example, additional fees for access to an airport location,	

D. **Reimbursement for Rental Vehicle Damage.** A DoD traveler may be reimbursed for personal funds paid to a rental car company for rental vehicle damage sustained in the performance of official business if the claim is adjudicated payable. Refer to [DoDFMR, Vol. 9, Chapter 4](#); [DoDFMR, Vol. 10, Chapter 12](#); and the [Guidebook for Miscellaneous Payment](#) for information on how to request reimbursement.

1. The Government may make direct payment to the rental car company, instead of the traveler, if appropriate. Requests for payment must be accompanied by supporting documentation, ordinarily statements, itemized bills, and an accident report (see [DoDFMR, Vol. 9](#), for details). A DoD traveler may file accident reports at the DTMO Web site if the damaged vehicle is covered under the [DTMO rental car agreement](#).

2. A non-DoD traveler who rents a vehicle pursuant to a valid DoD-funded travel authorization must follow written Service or DoD Component guidance in documenting and filing a claim for vehicle damage.

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**Note:** See [DTMO rental car agreement](#), and [DTR, 4500.9-R, Part 1](#) for further instructions and guidance for the rental vehicle selection. A rental vehicle is limited to official purposes, including transportation to and from duty sites, lodgings, dining facilities, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the traveler's subsistence, health, or comfort.

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### 020210. Privately Owned Vehicles (POV)

A traveler cannot be directed to use a POV for official travel or be a passenger in another TDY traveler's POV ([53 Comp. Gen 67 \(1973\)](#)). If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation. If using a POV is not advantageous to the Government, then no miscellaneous reimbursable expenses associated with driving a POV are reimbursed. Mileage rates are listed at <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>. When computing TDY mileage reimbursement, do not round the result to the nearest dollar.

**Note:** Charges related to repairs, depreciation, maintenance, towing, and other similar expenses for a POV are not reimbursable through the travel voucher process. Service members may seek reimbursement by following procedures in [DoDI 1340.21](#), "Procedures for Settling Personnel and General Claims and Processing Advance Decision Requests." Civilian employees may seek reimbursement by using Service procedures and referencing the Personnel Claims Act ([31 U.S.C. § 3721](#)).

<b>Table 2-9. General Rules when Using a POV</b>	
<b>If...</b>	<b>Then...</b>
a TDY traveler picks up or drops off other official passengers at home,	the traveler claiming the mileage may claim reimbursement for the extra distance based on odometer readings or other acceptable evidence.
a traveler is directed to use a Government automobile with other travelers, but instead uses a POV,	mileage reimbursement is not authorized if the Government automobile makes the trip.
a traveler uses a POV instead of an authorized (but not directed) and available Government	the traveler is limited to reimbursement at a POV other mileage rate for the official distance.

vehicle,	Reimbursable expenses associated with driving a POV and incurred during travel between the PDS and a TDY location are not authorized.
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A. Reimbursement for Privately Owned Automobiles or Motorcycles. The TDY mileage rate is different for automobiles, motorcycles, and airplanes. A self-propelled mobile home is paid at the automobile mileage rate.

<b>If...</b>	<b>Then...</b>
the official distance between authorized locations—as determined by the <a href="#">DTOD</a> or from appropriate distances (non DoD Services)—is 400 miles or less one way or 800 miles or less round trip,	use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the <a href="#">DTOD</a> distance between official points. No cost comparison is required.
the official distance between authorized locations (as determined by the <a href="#">DTOD</a> ) is greater than 400 miles one way, or greater than 800 miles round trip,	the AO may authorize or approve the use of a private automobile or motorcycle on a case-by-case basis in accordance with guidance if advantageous to the Government.
a traveler uses a POV instead of the authorized transportation type (other than a Government automobile),	reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.
an official traveler is a passenger in an automobile or on a motorcycle,	the passenger is not authorized reimbursement for transportation, but may receive per diem.

B. Reimbursement for Privately Owned Airplanes. A traveler is reimbursed mileage based on aeronautical charts when an AO determines that using a privately owned airplane is more advantageous to the Government than using other transportation modes.

1. If a traveler cannot determine the distance by aeronautical charts, then he or she must determine it by multiplying the flight time by the aircraft's cruising speed. Additionally, the traveler may receive reimbursement for landing, parking, and tie-down fees.

2. If a traveler uses an airplane provided by an Aero Club, then allowable expenses include:

- The hourly fee imposed by the Aero Club.
- Fuel charges if not reimbursable by the Aero Club.
- Landing and tie-down fees (includes the hangar in severe weather) charged at en route and destination airports.

C. Reimbursement for Privately Owned Boat and Helicopter. When a privately owned boat or helicopter, but not a privately owned plane, is used to the Government's advantage, reimbursement is for actual operating costs rather than TDY mileage. Reimbursable costs are limited to:

1. Fuel.

2. Oil.
3. Aircraft parking.
4. Landing and tie-down fees.
5. Boat docking fees.

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**Note:** To convert kilometers to statute miles, multiply the number of kilometers by 0.62. To convert nautical miles to statute miles, multiply the nautical distance times 1.15077945.

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D. Requests for POV Expense Reimbursement (Service Members Only). When it is to the Government’s advantage, the AO may authorize or approve reimbursing actual travel costs instead of mileage when all of the following three circumstances are met:

1. The Service member requests it.
2. The request is justified due to unusual circumstances and documents the circumstances.
3. POV mileage reimbursement would be a financial hardship for the Service member ([Comp. Gen. B-185733, September 1, 1976](#)).

E. Limits to Actual Expense Reimbursement for Travel by POVs (Service Members Only). Actual expense reimbursement is limited to:

1. Automobile or motorcycle: fuel, oil, parking fees, ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries.
2. Airplane: fuel, oil, parking fees, tie-down fees, and hanger fees.
3. Boat: fuel, oil, and docking fees.

F. Cost Comparisons Between Use of a POV and Other Modes of Transportation—Computation and Calculation Rules. When a traveler uses a POV instead of an authorized type of transportation, a cost comparison is done to determine reimbursement. The POV allowances are compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation, the TMC fee, and the per diem that the Government would have incurred if travel had been performed by means of the authorized type. No other costs, such as taxi fare or parking, are included in the comparison.

<b>Table 2-11. Cost Comparison Rules for Using a POV</b>	
<b>If...</b>	<b>Then...</b>
<b>Vehicle v. Rental Car</b>	
air, train, bus, or Government-provided transportation is not provided or available, the AO determines that a rental car is more economical, but the traveler uses a POV,	reimbursement is limited to the cost of the lowest rental service and the associated Other Miscellaneous Reimbursable Expenses.

<b>Table 2-11. Cost Comparison Rules for Using a POV</b>	
<b>If...</b>	<b>Then...</b>
<b>Vehicle v. Bus</b>	
neither air nor rail transportation is provided,	mileage reimbursement is limited to what bus transportation would have cost.
<b>Vehicle v. Commercial Airplane</b>	
a traveler is authorized to use a commercial airplane and uses a POV instead,	the traveler is allowed the TDY mileage rate plus per diem for the official distance, limited to the policy-constructed cost for air transportation. When the distance is 400 miles one way or 800 miles or less round trip, a traveler is allowed the applicable TDY mileage rate for the ordered distance.
the policy-constructed airfare includes an airfare available through the <a href="#">GSA City Pair Program</a> ,	a -CA <a href="#">GSA City Pair Program</a> airfare is not used when creating a policy-constructed airfare for comparison purposes.
the policy-constructed airfare turns out to be, or to include, a <a href="#">GSA City Pair Program</a> airfare and both a YCA and a -CA airfare are available,	the YCA airfare is used for cost comparison.
an individual traveling at Government expense rides in the same privately owned automobile as the traveler claiming mileage,	the constructed transportation cost reimbursed to the traveler claiming the mileage includes the policy-constructed transportation cost of the passenger.
<b>Vehicle v. Train</b>	
air accommodations are not provided between origin and destination points,	mileage reimbursement is limited to the constructed cost of coach train accommodations for the travel performed.
an administrative determination is made that rail transportation is more economical than the commercial air accommodations provided between the city and airport,	the constructed cost comparison also may be made with rail transportation, including related per diem.
extra fare service has been authorized as being to the Government's advantage,	the constructed cost comparison may be limited to a maximum of the cost of extra fare service.
<b>Aero Club Aircraft v. Commercial Air</b>	
the use of an Aero Club aircraft is authorized or approved, and two or more official travelers are authorized to travel together,	reimbursement to the pilot is for the actual necessary expenses, limited to the Government's transportation cost, for the pilot and accompanying travelers.

G. **Reimbursement for Mixed-Mode Travel When POV Is Involved.** When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see par. 020205), the travel is "mixed mode." Reimbursement depends upon whether or not use of the POV was more advantageous to the Government.

<b>Table 2-12. Mixed-Mode Allowances and Reimbursements</b>	
<b>If...</b>	<b>Then...</b>
<b>Allowances</b>	
an individual travels partly by POV and partly by airplane, train, bus, or rental car for a leg of the trip,	the allowances are a combination of the following: <ul style="list-style-type: none"> <li>• TDY mileage for the distance traveled by</li> </ul>

<b>Table 2-12. Mixed-Mode Allowances and Reimbursements</b>	
<b>If...</b>	<b>Then...</b>
	POV. <ul style="list-style-type: none"> <li>• The airplane, train, bus, or rental car transportation cost.</li> <li>• Per diem for the actual en route travel.</li> </ul> Reimbursement for these allowances is based on whether or not a POV is advantageous to the Government.
<b>Determining Reimbursement</b>	
POV use is more advantageous to the Government,	reimbursement is all of the above allowances, limited to the TDY mileage for the official distance, plus the associated per diem.
POV use is not to the Government's advantage,	reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.

H. Effect on Reimbursement If Order Is Canceled While Traveler Is En Route to, At, or Returning from a TDY Location. If a TDY order is canceled while the traveler is en route to the TDY location, then round-trip standard travel and transportation allowances are authorized between the PDS location or residence and the point at which the cancellation notification was received (includes a leave point) and the PDS. Allowances are limited to the cost of the round-trip travel distance between the PDS and the TDY location (see [CBCA 2463-TRAV](#) dated November 11, 2011, and [B-129607](#), dated November 21, 1956).

I. Miscellaneous Reimbursable Expenses. If using a POV is more advantageous to the Government, in addition to a TDY mileage allowance, a traveler may be reimbursed for the following:

1. Ferry fares.
2. Bridge, road, and tunnel tolls.
3. Parking fees in connection with official travel.
4. Cost of obtaining an international driver's license when the mission requires one, including the cost of the photos.

### **020211. Car Ferry Transportation**

Only a passenger automobile, light truck, or similar vehicle used primarily for personal transportation, regardless of size, is eligible for car ferry allowances. A traveler who is authorized to use a car ferry must use a U.S. flag ferry, when available. The English Channel tunnel ("Chunnel") is considered a ferry only for computation purposes.

A. Reimbursement for Car Ferry Transportation. The AO may authorize reimbursement for car ferry transportation. A traveler may be reimbursed for personal transportation costs, limited to the cost of Government-procured ferry transportation. Reimbursement includes any costs associated with the vehicle's movement on the car ferry. The AO may also authorize TDY mileage for the official distance (based on the [DTOD](#)) from both:

1. The PDS location to the car ferry's port of embarkation and the car ferry's port of debarkation to the traveler's TDY location.

2. The TDY location back to the PDS location, again taking into account the ports of embarkation and debarkation.

B. Excess Costs. If the Government pays for transporting a POV on an oceangoing car ferry and that transportation results in excess costs, the Government will bear those costs and will not collect the excess costs from the traveler.

### **020212. Travel in and around the TDY Location**

A. Travel Locations. Transportation expense reimbursement in the TDY area may be authorized or approved for travel between:

1. Lodging and duty site.
2. Duty sites.
3. Lodging or duty site and dining facility.

B. Transportation Modes. The AO may authorize or approve the most economical transportation mode at the TDY location that meets the mission requirements. The transportation mode must be specified in the travel order if it is authorized before travel begins.

1. When authorized or approved, a traveler using commercial transportation may receive reimbursement for local public transit system fares, taxi fares, or rental vehicle costs when using a rental vehicle is more advantageous to the Government.

2. When a POV is authorized or approved, mileage is reimbursed at the TDY rate listed in par. 020210.

C. Meals or Lodging Unavailable at Duty Site

1. The AO may authorize reimbursement to a traveler for:
  - a. Daily round trips between lodging and duty site when suitable lodging is not available at the duty site.
  - b. Trips to dining establishments when suitable dining establishments are not available near the lodging or duty site.

2. The traveler must furnish a statement that Government transportation was not available or, if available, was not suitable for the travel involved.

### **020213. Ground Transportation**

A. Ground Transportation to Terminals and Rental Car Facilities. A traveler should always use Government or courtesy transportation to terminals and rental car facilities, if available. Travelers may

use:

1. Taxis or limousines.
2. Buses.
3. Streetcars.
4. POVs.
5. Rental vehicles when authorized or approved.
6. Subways or other public transportation.

B. Transportation Network Companies. Although travelers may use this transportation mode, as defined in Appendix A, cancellation fees and penalties charged by these companies are not reimbursable expenses.

<b>If...</b>	<b>Then...</b>
a traveler uses a POV and the TDY requires at least one night's lodging,	the traveler may be reimbursed TDY mileage for travel from the residence to the PDS on the TDY departure day, and from the PDS to the residence on the TDY return day.
a traveler claims any mandatory or customary transportation tips for a taxi or limousine service,	he or she may include up to 20 percent of the fare—the maximum allowed amount for a tip—as part of the total fare amount claimed. The tip is not separately reimbursable.
a traveler uses a POV to or from home or place of duty to a transportation terminal,	he or she may be reimbursed for one-way mileage for each way at the TDY mileage rate.
a traveler uses Government transportation or a POV to take the most direct route,	the AO may allow ferry fares, and road, bridge, and tunnel tolls.
a traveler is dropped off or picked up in a POV when traveling to or from home or the place of duty and taken to a transportation terminal,	he or she may be reimbursed for a round trip at the TDY mileage rate. The traveler must certify he or she incurred operating expenses if a person other than a family member drives.
a traveler parks at a terminal,	he or she may be reimbursed actual expense up to the cost of two one-way taxi fares. The AO may waive this limitation for Service members when the TDY is longer than initially planned.
a rental vehicle is used to and from transportation terminals at the PDS or TDY location, or between carrier terminals, when authorized as more advantageous to the Government,	the standard list of expenses for a rental vehicle allowance plus transportation to and from the rental car agency may be reimbursed.

## **0203 PER DIEM ALLOWANCE AND OTHER COMPUTATION RULES**

Per diem allowance rates are based on the TDY location, stopover point, or other authorized official duty

points, but not on the lodging location. Ordinarily, per diem is based on a traveler's TDY location at 2400 hours (midnight). If a traveler obtains lodging outside the area covered by the locality rate for the TDY location because of personal preference or convenience, then per diem is limited to the maximum rate prescribed for the TDY location.

### 020301. Daily Allowances

The Government pays per diem on a daily basis—for whole days—using rates published at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. This does not include PDS departure and return days. The calculation of per diem allowances for each travel day is based on the actual amount paid for lodging, limited to the lodging portion of the locality per diem rate, plus the applicable meal rate and incidental expense (M&IE) rate, unless otherwise stated in the JTR. The total should not exceed the applicable maximum per diem rate for the TDY location. If the U.S. Government furnishes meals and lodging at no cost to the traveler, then the total value of the meals and lodging plus the incidental expense rate is limited to the maximum locality per diem rate.

### 020302. Allowable Travel Time As It Affects Per Diem

The AO determines the allowable travel time by the official distance, the type of transportation authorized, and the transportation used. However, if the actual travel time is less than the allowable travel time, then the AO approves per diem only for the actual days traveled. All time that is not official travel time must be accounted for in accordance with appropriate personnel regulations.

A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10. See pars. 5155 (Service members) and 5605 (civilian employees) for allowable PCS travel time. Additional travel time may be authorized or approved when the actual time exceeds the authorized time for reasons beyond a traveler's control, for example, for Acts of God. Per diem is payable for any days of additional travel time that are authorized under such circumstances. See [computation example 1](#) and [computation example 2](#).

B. En Route Per Diem. A traveler's en route per diem is limited to the lesser of the actual time used or the time allowed for the authorized mode of transportation. "En route per diem" is the per diem received between travel points excluding per diem while at the TDY or leave location.

C. Airplane, Train, or Bus. When a traveler receives authorization to travel by commercial air, the maximum time allowed in the CONUS and within areas OCONUS is one day. When the Government purchases commercial air, train, or bus transportation, per diem is allowed for the actual time needed to travel over the direct route including necessary delays. For travel by commercial train, the scheduled departure and arrival dates are used. A traveler who elects to travel by a transportation mode other than the one authorized is limited to the actual time used, not to exceed the allowed travel time for the mode of transportation authorized.

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**Note:** When the authorized transportation mode is not used, the AO considers the traveler's required check-in time, travel time from home or office to the airport, scheduled arrival time at the terminal, and travel time from the terminal to home as well as transportation costs when constructing travel. "Constructing travel" is calculating estimated costs based on the authorized mode of transportation to compare to the traveler's actual costs.

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### 020303. Lodging

A traveler on TDY must reserve lodging compliant with U.S. Fire Administration guidelines (see <http://apps.usfa.fema.gov/hotel>) through the electronic travel system or the servicing TMC ([5 U.S.C. § 5707a](#)). A DoD traveler must use the [Integrated Lodging Program Pilot](#) (ILPP) facilities if available (see Appendix X) for information about the ILPP). The Government cannot direct the traveler to accept inadequate accommodations. Each Service or DoD agency must ensure that 90 percent or more of all official travelers in the US or non-foreign areas OCONUS use commercial lodgings that comply with the U.S. Fire Administration guidelines.

#### A. Booking Commercial Lodging.

1. A traveler is responsible for any charges in excess of the per diem rate.
2. A traveler is responsible for canceling a room reservation within the established time frame to avoid any no-show charges and must obtain a cancellation number to reverse a no-show charge.
3. If a traveler cannot book commercial lodging using the TMC (including the electronic travel system) then the traveler must book directly with the commercial lodging facility (including the hotel's online Web site).
4. If a traveler obtains lodging through an online booking agent, reimbursement is authorized only when the traveler provides a documented itemized receipt for room costs from the hotel or online booking agent showing the following charges ([CBCA 2431-TRAV, September 13, 2011](#)):
  - a. Daily hotel room costs.
  - b. Daily hotel taxes.
  - c. Daily miscellaneous fees, if applicable.

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**Note:** Only itemized charges are considered for reimbursement. Online booking receipts often break out the cost of the room, but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

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#### B. Booking Government Quarters

1. A DoD Service member must use available Government quarters if ordered to a U.S. installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an [ILPP](#) site. A civilian employee is required to use Government quarters at an ILPP site. If the electronic reservation system cannot reserve Government quarters, then make reservations through [www.dodlodging.net](http://www.dodlodging.net) or by contacting the Government quarters facility directly.
2. Commercial lodging that is contracted by the Government is considered Government quarters. [ILPP](#) is considered Government quarters. Lodging (at no expense to the traveler) may be booked without using the TMC outside the electronic travel system.

C. Use of Government Quarters. Government quarters are available to USCG, NOAA, and USPHS personnel only if the travel order directs their use. For Government quarters policy for Service members, see Table 2-14.

<b>Table 2-14. Government Quarters Use</b>	
<b>If...</b>	<b>Then...</b>
a Service member is sent on TDY to a U.S. installation and the Government quarters on that installation (not nearby) are adequate and available,	he or she is required to use Government quarters.
a Service member is provided a non-availability number for an installation initially,	he or she is not required to seek or check for Government quarters when on TDY to that installation.
a Service member is on TDY at a foreign installation,	he or she is not required to check for Government quarters availability unless directed to do so in the travel order.
a traveler is participating in a combined exercise or operation on a foreign government installation, or attending a foreign service school,	the AO may direct use of Government quarters on that installation.
a Service member is ordered on a TDY to a Joint Base with geographically separated locations that do not share a common perimeter,	he or she must use Government quarters located on the part of the base where the Service member is performing duty, unless the Service member receives a statement of non-availability at that location. A traveler should, but is not required to, use Government quarters at other locations geographically separated within the Joint Base.
adequate Government quarters are available on the U.S. installation to which a Service member is assigned TDY, but the Service member chooses to use other lodging,	the Service member is limited to the reimbursement cost of Government quarters on the assigned TDY installation ( <a href="#">44 Comp. Gen. 626 (1965)</a> ).
adequate Government quarters are available on the foreign installation that a Service member is directed to use, but the Service member chooses to use other lodging,	
adequate Government quarters are available but a Service member is directed to procure private-sector lodging off the U.S. installation,	the Service member is treated as though no Government quarters are available and is authorized the locality M&IE rate, instead of the Government meal rate (GMR) or the Proportional meal rate (PMR).

D. Limiting Per Diem not Permitted. Per diem reimbursement cannot be limited to the Government quarters rate if the installation to which a Service member has been assigned TDY does not have Government quarters, even if a nearby installation does have Government quarters.

E. Government Quarters Are Unavailable. Travel orders or travel vouchers must document when Government quarters are not available at the U.S. installation to which the traveler is assigned TDY. The Services have predetermined that Government quarters are considered unavailable when:

1. A TDY or delay point is somewhere other than a U.S. installation.
2. An AO determines that using Government quarters would adversely affect mission performance. This statement does not apply to:
  - a. A Service member attending a Service school at a Uniformed Service facility.

b. Any O-7 through O-10 officer who personally determines quarters availability.

3. A Service member has been assigned TDY at a medical facility as a non-medical attendant accompanying a dependent in an outpatient status.

4. TDY is at a Joint Base and the Government quarters are located at a geographically separate part of the Joint Base from the duty location without a common perimeter.

F. Required Documentation When Government Quarters Are not Available. When Government quarters are not available, a DoD Service member is not required to obtain paper statements to justify reimbursement for commercial lodging and per diem. The AO must authorize or approve reimbursement for commercial lodging when a Service member documents at least one of the following:

1. A Government quarters non-availability confirmation number provided by the Service's lodging registration process.

2. The date the Service member attempted to make reservations, along with the phone number and name of the billeting office's point of contact.

3. The Service member's certification that Government quarters were not available upon arrival.

<b>If...</b>	<b>Then...</b>
an official traveler shares a room with a non-official traveler,	the official traveler is reimbursed the actual daily lodging cost based on the single occupant rate, limited to the lodging portion of the locality per diem rate. A traveler who leases more spacious lodging to accommodate a non-official traveler is not reimbursed for the additional expense.
multiple travelers on official travel share a room,	each official traveler is reimbursed for the prorated share limited to the lodging portion of the locality per diem rate.*
multiple travelers sign a lease for lodging,	each traveler is reimbursed for the prorated share of the lease amount, up to the lodging portion of the locality per diem rate. The prorated share is based on all of the names of the official travelers on the lease, excluding non-official travelers.*
a civilian employee lodges with friends or relatives,	the civilian employee may be reimbursed for the additional lodging costs that the hosts incur in for the accommodation if the civilian employee can substantiate the costs and the AO determines the costs are reasonable.
a Service member lodges with friends or relatives,	the Service member is not authorized lodging reimbursement (see par. 020304).
a traveler is en route or arrives at the TDY or stopover location at 2400 or later,	the traveler is allowed per diem as if arrival took place on the preceding day.
lodging is not available at the TDY location,	the AO may authorize or approve obtaining lodging in an adjacent locality where the per

Table 2-15. Lodging Reimbursement Rules	
If...	Then...
	diem rate is higher. If the higher rate is not authorized in advance, the traveler must furnish a written statement with the travel voucher explaining the circumstances to validate an AEA based on the TDY location rate.
a traveler purchases or already owns a residence used for lodging during official travel,	reimbursement is not authorized for any costs or expenses associated with this lodging.
a traveler purchases a residence, to include a recreational vehicle (RV), used for lodging during official travel under a “rent-to-buy” option,	all associated mortgage interest and property taxes previously claimed must be repaid.
a traveler purchases, sells, or makes payments on a privately owned RV used for lodging during official travel,	reimbursement is not authorized for any costs associated with the purchase of the RV. The traveler may be reimbursed the following expenses, limited to the total maximum lodging rate allowed for the entire TDY: <ul style="list-style-type: none"> <li>● Parking fees.</li> <li>● Utility connection, use, and disconnection fees.</li> <li>● Electricity, gas, water, sewage, bath, and shower fees.</li> <li>● Dumping fees.</li> </ul>
a traveler is lodged in the CONUS or non-foreign area OCONUS,	a lodging tax is a reimbursable expense.
a traveler is lodged in a foreign area OCONUS,	the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable.
no commercial lodging facility is available at the TDY location or a room shortage exists because of a special event,	the cost of lodging obtained in other than a commercial facility may be authorized or approved when the traveler provides a written explanation of non-availability acceptable to the AO. Reimbursement cannot exceed the locality per diem rate.

*\*For multiple leasees, the long-term (not daily) lodging cost is split equally among the leasees, excluding non-official travelers, before the daily reimbursement rate is computed.*

G. Reimbursement for Commercial Lodging, Government Quarters, Other Lodging Arrangements, and Miscellaneous Reimbursable Expenses. . When a traveler is not on flat-rate per diem and procures long-term lodging, on a weekly or monthly basis, the AO computes the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate (see [computation example](#)). Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. The AO includes the following costs in determining the long-term lodging cost:

1. Utility connection, use, and disconnection.
2. Dumping.

3. Showers.
4. Cleaning or maid fees.
5. Cable TV.
6. Automobile head bolt heaters, if ordinarily included in the hotel or motel rate in the area concerned.
7. Monthly local telephone use. Monthly fees does not include installation charges, unofficial long-distance calls, or monthly fees for a personally owned mobile phone when used instead of an installed phone for official communications.
8. Parking space when RV is used.
9. Appropriate and necessary furniture rental.
10. Exchange fees involved in renting time-share lodging at the TDY point, but not the annual maintenance fee.
11. Rental furniture or appliances. No reimbursement is authorized for items that are contracted or rented with the option to buy unless there is no other alternative. If an “option-to-buy” plan is used, the traveler must reimburse the Government the amount credited toward the purchase if paid as part of the travel claim settlement. If a damage-waiver fee is required as part of the cost, the traveler may be reimbursed for the fee as part of the furniture rental ([CBCA 1961-TRAV, July 20, 2010](#)). A traveler cannot be reimbursed for shipment or purchase of furniture ([GSBCA 16699-TRAV, August 17, 2005](#)).

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**Note:** These items do not apply to contracted TDY lodging.

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<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>	
<b>If...</b>	<b>Then...</b>
the Internet (Wi-Fi) is required at the lodging location for official purposes,	the AO may authorize or approve Internet connection charges.
certain fees are not optional, such as tourism, safe, service, or resort fees,	the AO may authorize reimbursement for them.
the TDY is canceled or curtailed,	the AO may authorize or approve reimbursement of nonrefundable deposits, prepaid rent, late and early departure fees, limited to the remaining lodging and tax expenses that would have been paid.
a traveler must retain lodging for reasons other than personal convenience at one TDY location and procure lodging at a second TDY location on the same calendar day,	the AO may authorize dual lodging for up to 7 consecutive days. Dual lodging covers lodging expenses due to unexpected circumstances beyond the traveler’s control. Special approval through the Secretarial Process, after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per
the traveler cannot occupy lodging at the first TDY location due to conditions beyond the traveler’s control,	
a TDY is 30 days or less and the traveler must procure lodging at an alternate location rather than the TDY location,	

<b>Table 2-16. Miscellaneous Reimbursable Expenses Associated with Lodging</b>	
If...	Then...
	diem. <b>See computation example.</b>
the traveler or organization would experience an economic impact by relinquishing lodging based on factors, such as daily, weekly, or monthly room rates; availability; storage charges; or shipment costs,	the AO may authorize dual lodging for up to 7 consecutive days. Special approval through the Secretarial Process, before <i>or</i> after travel is complete, is required for reimbursement of dual lodging beyond 7 days. The lodging cost at the first TDY location is reimbursed as a miscellaneous reimbursable expense, and the lodging cost at the second TDY location as per diem.
dual lodging is requested and appears to meet criteria for approval,	the AO must verify the necessity based on reasonable and prudent actions of the traveler and must not authorize or approve it for the traveler's convenience.
lodging is required on the day of departure from the TDY site,	the AO may authorize reimbursement for the lodging based on the TDY locality rate or stopover point as appropriate.
advance room deposits are required by the lodging facility to secure a room reservation before official travel begins,	the AO may authorize reimbursement, unless the deposit is forfeited because the travel is not performed for reasons unacceptable to the DoD Component or Service. In that case, the traveler is financially responsible for the advance deposit.
taxes on charges other than lodging, such as on movies or room service fees, are included in the lodging bill in the CONUS or non-foreign area OCONUS travel,	reimbursement is not authorized.

**Note:** For dual lodging, the actual lodging cost reimbursed at the first TDY location is limited to the per diem or AEA plus lodging tax that would have been paid had the traveler remained overnight at that location. The dual-lodging claim must be supported by a receipt. Long-term dual lodging is not authorized.

### **020304. M&IE Portion of Per Diem**

M&IE reimbursement does not require expense itemization or receipts unless an actual expense allowance (AEA) has been authorized or approved for some portion of the M&IE.

A. Meal Portion of Per Diem. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. Meal rates change depending on who the traveler is (Service member or civilian employee), the location, and the number and types of meals available. After travel is completed, meal rates can be reduced only if the traveler received a deductible meal (see Table 2-18). When a traveler stays with friends or relatives, he or she is authorized the TDY location M&IE rate if otherwise eligible.

<b>Type of Rate</b>	<b>Application</b>
<b>Locality Meal Rate</b>	Is based on the traveler's TDY location or stopover point, and applies when the traveler must purchase all meals commercially.
<b>Proportional Meal Rate (PMR)</b>	Applies when either of the following occur: <ul style="list-style-type: none"> <li>• A Service member is lodged in adequate Government quarters on a U.S. installation and one or two meals are available and directed in a Government dining facility on that installation. PMR for available meals must be directed in the travel authorization.</li> <li>• One or two deductible meals are provided at Government expense and at no cost to the traveler (for example, as part of a registration fee or conference fee) and the individual is not traveling.</li> <li>• The PMR is computed by averaging the standard GMR and the meals portion of the applicable locality M&amp;IE rate rounded up to the nearest dollar. Only the meal rate is used for the computation. The appropriate incidental expense rate is added to the PMR to create the proportional M&amp;IE rate.</li> <li>• The PMR does not apply when the traveler is traveling.</li> </ul>
<b>Standard Government Meal Rate (GMR)</b>	<ul style="list-style-type: none"> <li>• The standard GMR includes food and facility operating costs and applies when a Service member is sent TDY to a U.S. installation where adequate Government quarters and three meals a day are available in a Government dining facility on that installation.</li> <li>• The GMR does not apply when the Service member is traveling.</li> <li>• The GMR must be directed in the travel authorization.</li> </ul>
<b>Discounted GMR</b>	The discounted GMR is the cost for food minus facility operating costs. A civilian employee is reimbursed the discounted meal rate if he or she is charged for food while supporting field duty operations.
<b>Incidental Expense Only</b>	Applies when all three meals are provided at no cost to the traveler. Table 2-18 explains which meals are deductible.

B. Determining if a Meal Is Deductible. Table 2-18 defines what is considered a deductible meal and what is not. [See computation example](#).

<b>Deductible Meal</b>	<b>Non-Deductible Meal</b>
Provided based on an agreement between the Government and any organization if the travel authorization directs the meal for a Service member or indicates the facility providing the meal is available for a civilian employee.	Box or bagged meal from a Government dining facility (for example, a Meal, Ready to Eat), except when that box or bagged meal from the Government dining facility is the only way to provide the Service member an adequate meal.
Included in a registration fee.	In-flight meals.
Paid by the Government and furnished at no cost to the traveler.	Furnished on a commercial or military aircraft.
Furnished at no cost to the traveler while attending a course of instruction at a school, if the Government ultimately pays the school for the meal's cost.	Government meals consumed in a Government dining facility if paid for by the traveler.
Provided by a lodging establishment for which a charge is added in the lodging cost.	Provided by a private individual other than the traveler.
Provided by a lodging establishment when meals	A no-cost complimentary meal provided by a

<b>Table 2-18. Deductible and Non-Deductible Meals</b>	
<b>Deductible Meal</b>	<b>Non-Deductible Meal</b>
are included in the lodging cost under an agreement between the Government and the lodging establishment.	lodging establishment.
Light refreshments (including a continental breakfast), included as part of a registration fee if they meet the requirements above and are served at a meal time.	Light refreshments (including a continental breakfast) included as part of a registration fee if served during a break and <i>not</i> at a meal time.

C. Deductible Meals Unable to Be Consumed. The AO may authorize or approve the locality meal rate or the PMR, whichever is applicable, if the traveler meets all of the following criteria:

1. Is unable to eat an otherwise deductible meal because of medical requirements or religious beliefs, in which case the AO may require substantiating documentation from the appropriate professional authority.
2. Attempted, but is unable to make, alternative meal arrangements for a substitute meal.
3. Is unable to eat an otherwise deductible meal due to medical restrictions, religious beliefs, or requirements of the mission.

D. Government Dining Facilities. A Government dining facility is available only when the Government quarters on the U.S. installation on which the Service member is assigned TDY are adequate and available. Government facilities should be used to the maximum extent possible.

1. Use of the Government dining facility must be directed in the travel authorization. The authorization must state when a Service member is to receive the PMR or GMR. Otherwise, the locality meal rate is paid. Schoolhouse training or other excepted circumstance may impact meal rate payable.

2. A dining facility is considered not available:

- a. When Government lodging on the U.S installation is not available.
- b. On travel days.
- c. When an AO determines that:

- (1) The use of the Government dining facility adversely affects mission performance.

- (2) There is excessive distance between the Government dining facility and places of duty or lodging.

- (3) Transportation is not reasonably available between the Government dining facility and places of duty or lodging.

- (4) Duty hours and Government dining facility operating hours are incompatible.

3. When a travel authorization directs the use of a Government dining facility for TDY travel and it is not available, a traveler must provide a statement of non-availability explaining which meals

were not available and why, to receive reimbursement. The reason for non-availability must be acceptable to and approved by the AO. Once approved, the travel authorization must be modified to document the change in meal rate.

E. Incidental Expense Portion of Per Diem. The portion of per diem reimbursement for incidental expenses includes, but is not limited to:

1. Tips related to lodging, baggage, and transportation (to include courtesy transportation).
2. Laundry and dry cleaning while OCONUS.
3. Various service charges.

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**Note:** Laundry and dry-cleaning expenses are a personal expense and are not reimbursable as part of per diem, AEA, or a miscellaneous reimbursable expense within the CONUS.

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F. Incidental Expense Reimbursement Rates. The reimbursement rates for incidental expenses differ by location:

1. CONUS Incidental Expenses are \$5.00.
2. OCONUS Locality Incidental Expenses are the rate when the TDY is not on a U.S. installation. If the AO determines that a reduced rate for incidental expenses is adequate, then the \$3.50 may be authorized.
3. OCONUS Reduced Incidental Expenses (\$3.50) are the rate when a traveler is assigned to a TDY at a U.S. installation and lodged in Government quarters, except for en route travel days. If the AO determines that the \$3.50 is inadequate, then the OCONUS locality rate for incidental expenses may be authorized and stated on the travel authorization. This does not apply on any day the Service member is traveling.

### **020305. Occasional Meals or Occasional Lodging**

Occasional meals or occasional lodging may be authorized or approved when a traveler must either purchase meals from commercial or nonappropriated funds (NAF) sources, or obtain lodging through commercial, Government, or NAF sources when per diem is not otherwise authorized.

A. Service Member. Occasional meals or occasional lodging may be authorized or approved when the Service member is:

1. Escorting an arms-control inspection team or its members. This applies within PDS limits, and only for a Service member escorting an arms-control inspection team or its members while engaged in activities related to the implementation of an arms-control treaty or agreement during the in-country period referenced in the treaty or agreement.
2. On TDY within the PDS local area, but outside the PDS limits.
3. Service members are traveling together with no or limited reimbursement.
4. On TDY or training duty aboard a ship.

5. On field duty.
6. A Service member (straggler) who is separated from others traveling together under a travel authorization directing no or limited reimbursement travel.
7. In Essential Unit Messing (EUM).
8. Hospitalized as an inpatient.
9. Part of the Senior Reserve Officers' Training Corps (SROTC). Lodging and meal expenses are authorized or approved at a point of delay for an SROTC member traveling to or from field training or practice cruises and delayed through no personal fault at a location where neither Government quarters nor a Government dining facility is available.

**B. Reimbursement Limitation**

1. The lodging cost allowed is limited to the lodging portion of the locality per diem rate.
2. In special or unusual circumstances when the amounts claimed exceed the lodging portion of the locality per diem rate, the AO may authorize reimbursement for the actual cost of occasional lodging.
3. When a Service member is required to procure or retain unoccupied lodging or to procure or retain lodging at more than one location on any calendar day, dual-lodging reimbursement applies.
4. If the AO determines that a Service member is required to procure meals, then the reimbursement is the actual amount paid, limited to the PMR (no incidental expense), and based on the applicable locality per diem rate.
5. If more than one locality is involved on any given day, the PMR limit is based on the highest locality M&IE rate.

**C. Civilian Employee**

1. A civilian employee may be reimbursed expenses for occasional meals or occasional lodging expenses that the civilian employee must incur at a time when the meals or lodging are furnished without cost (or at nominal cost) for TDY of more than 12 hours.
2. When the traveler is not authorized per diem, but must purchase meals and lodging:
  - a. The AO may authorize or approve reimbursement for the actual amount paid, up to the PMR (no incidental expenses) for meals, or for lodging up to the lodging portion of the locality per diem rate.
  - b. The AO may authorize the actual expense allowance (AEA) if the actual meal expense is more than the PMR or the lodging cost exceeds the lodging portion of the locality per diem rate.

**020306. Meal Ticket Maximum Rates**

Meal tickets may be issued to Service members only as specifically authorized by the JTR. The current

rates are on the DTMO's Web site at <http://www.defensetravel.dod.mil/site/mealTickets.cfm>.

### 020307. AEA (Instead of Per Diem)

An AEA is a form of reimbursement that, in unusual circumstances, enables a TDY traveler to be reimbursed for actual and necessary expenses that exceed the maximum locality per diem rate. An AEA must be stated in the travel authorization when authorized in advance of travel. All travelers going to the same place at Government expense, at which AEA is authorized, should be treated the same if possible.

A. Maximum Amount. An AEA is the lesser of the two: actual expenses incurred or the AEA maximum amount. An AO may authorize or approve an AEA of up to 300 percent of the locality per diem rate (rounded to the next higher dollar). See computation example.

#### B. Computation.

1. The AEA must not exceed the approved percentage of the maximum locality per diem rate. If AEA for M&IE exceeds the maximum locality AEA M&IE rate, then decrease the M&IE rate to the allowable AEA dollar amount and add the extra cents to the AEA lodging rate. The daily amount is not prorated for fractions for the day; however, the AO must review and approve expenses incurred and claimed for a fraction of the day.

2. The reimbursement method and daily maximum for the departure day from the PDS are the same as for the first location where lodging is required. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies. Par. 020310 applies for reimbursement when return travel to the PDS requires two or more days.

3. Only one reimbursement method is authorized for each TDY *location*, except when one reimbursement is authorized for occasional meals and lodging. When a TDY involves travel to multiple locations with more than one daily maximum reimbursement during a single trip, the applicable rate or reimbursement method for each calendar day, beginning at 0001, is determined by the traveler's status and TDY location at 2400 on that calendar day. See computation example.

4. When TDY is a special mission and non-deductible meals are available under special arrangements, AEA for such meals is limited to the charge for each meal or limited to the arranged charges for three meals per day.

<b>If...</b>	<b>And...</b>	<b>Then...</b>
traveling with a dignitary	it requires staying at the same hotel as the dignitary,	the traveler may be authorized an AEA.
traveling to an area where costs have escalated for a short period of time	it is during a special function or event, such as the following: <ul style="list-style-type: none"> <li>● A missile launch,</li> <li>● A summit meeting,</li> <li>● A sports competition,</li> <li>● The World's Fair,</li> <li>● A convention,</li> <li>● A national or natural disaster, including its aftermath,</li> </ul>	

Table 2-19. Considerations Impacting AEA		
If...	And...	Then...
affordable lodging is not available within reasonable commuting distance of the TDY point	the transportation cost to commute to and from the less expensive lodging facility would be more expensive than staying at the more expensive lodging,	
the traveler must incur much higher expenses than normal during similar travel situations	the traveler must procure superior or extraordinary accommodations, including a suite or other lodging, for which the charge is well above what has usually been paid for accommodations,	
TDY is scheduled for 31 days or more	the traveler is at one location for 31 consecutive days or more,	AEA cannot be authorized or approved.

C. Traveling to Disaster Area. An AEA is usually authorized on an individual trip basis. However, the DoD Component has authority, using the Secretarial Process, to issue a blanket AEA authorization to cover the AEA expenses of all travelers in a presidentially declared disaster or pandemic area.

D. Authority to Exceed 300 Percent. In rare instances, OCONUS, more than 300% of lodging may be required.

1. Authority for a Service Member. In advance of travel, the AO must submit a request directly to the Per Diem, Travel, and Transportation Allowance Committee (PDTATAC), Chief at the address on the first page of the JTR. Requests must be addressed "ATTN: Policy & Regulations Branch" when submitted by U.S. Mail or fax, or with the subject "AEA REQUEST" for a request sent by e-mail. The Secretary concerned for specific classified missions OCONUS may authorize a Service member to receive AEA for lodging costs that exceed 300 percent of OCONUS per diem rates. This authority cannot be re-delegated.

2. Authority for a Civilian Employee. No authority in the [Federal Travel Regulation](#) (FTR) allows a civilian employee to be reimbursed more than 300 percent of AEA. The civilian employee may be authorized AEA for lodging only or lodging and M&IE, limited to the AEA maximum amount.

E. AEA Authorized for Lodging Only.

1. Reimbursement of the actual cost of lodging, not to exceed the maximum amount authorized in the AEA, is allowed.

2. M&IE is paid at the locality per diem rate without itemization.

F. AEA Authorized for Lodging and M&IE.

1. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required.

2. Items defined as incidental expenses (for example: baggage and hotel tips) that do not

accrue on a daily basis are averaged over the days at the TDY location.

3. See [computation example 1](#) and [computation example 2](#).

G. Duration of AEA. An AEA may be paid for the entire trip, during travel, or during a portion of the TDY. However, an AEA that is paid for M&IE applies by location for the entire TDY period at that location.

1. Departure Day. The reimbursement method and daily maximum for the departure day from the PDS is the same as for the first location where lodging is required.

2. Return Day. On the return day to the PDS, the same method and daily maximum applicable to the previous calendar day applies.

H. AEA Not Payable. An AEA may not be claimed for meals or lodging that is:

1. Included in a registration fee.
2. Procured at the traveler's PDS or residence.
3. Purchased while at or en route to or from a nearby carrier terminal when travel begins or ends there. AEA also cannot be claimed when a meal is part of a transportation ticket price and is provided during the trip, but the traveler chooses to purchase a meal after leaving the airplane, train, bus, or ship.

### **020308. Reduced Per Diem**

An AO should request reduced per diem when a per diem rate is more than the amount necessary, based on known lodging- or meal-cost reductions in effect due to prearrangements, special discounts, or other reasons. The AO must request and authorize reduced per diem before travel.

A. Authority to Reduce Per Diem.

1. For a Service member, the authority to reduce a per diem rate rests with the DoD Component head or the Secretary concerned. These entities may only re-delegate it to the chief of a DoD Component headquarters or the Service bureau or staff agency.

2. For a civilian employee, only a DoD Component head may authorize a reduced per diem rate, except as otherwise specified in the JTR.

B. Requests for Reduced Per Diem.

1. Reduced per diem rates may be requested for as low as zero and, once authorized, must be stated in the travel authorization. If a request is submitted and approved after travel begins, an amendment to the original travel authorization is made, and applies to a future period. The reduced per diem does not apply on en route travel days. An increase to the reduced per diem rate for a travel period that has been completed can only be approved on an AEA basis.

2. Submit requests for reduced per diem through the appropriate authority listed at <http://www.defensetravel.dod.mil/site/faqraterev.cfm>. Requests must include the current lodging and meal costs, the traveler's name, travel dates, the TDY location, the point of contact's name and phone

number for the request, and the recommended reduced per diem rate.

C. Exception for U.S. Coast Guard (USCG). USCG Service members assigned to detached duty at USCG stations (small), USCG Search and Rescue detachments, USCG air facilities, USCG auxiliary operation stations, and Operation Bahamas, Turks and Caicos may be paid 75 percent of the reduced M&IE, if any, prescribed for the site on travel days, if applicable.

### 020309. Trip Length As It Affects Per Diem

The length of a TDY trip has a major impact on the amount of per diem reimbursement.

Table 2-20. Per Diem Reimbursement for Trips of 30 or Fewer Days*			
When Travel Is...	For The...	Then The Per Diem Rate Is Based on...	Computation
12 hours or less,	Not applicable.		Per diem is <i>not</i> authorized.
more than 12 hours but less than 24 hours and <i>no</i> lodging is required,	Not applicable.	the highest locality rate for each day.	75 percent of the highest M&IE rate for each calendar day in a travel status.**
more than 12 hours but less than 24 hours and lodging <i>is</i> required,	Not applicable.	the TDY location or stopover point	Lodging up to the per diem rate plus 75 percent of the M&IE rate for each day of travel.**
24 hours or more and <i>no</i> lodging is required en route,	en route travel days to the TDY location,	the rate for the next official destination.	<ul style="list-style-type: none"> <li>75 percent of the locality M&amp;IE rate for the day of departure from the PDS.</li> <li>100 percent of the applicable M&amp;IE rate for the subsequent days of travel.</li> </ul>
	en route travel days from the TDY location to the PDS,	the rate for the last official destination.	<ul style="list-style-type: none"> <li>100 percent of the applicable M&amp;IE rate for the day of departure from the TDY location.</li> <li>75 percent of the locality M&amp;IE rate for the day of arrival at the PDS.</li> </ul>
24 hours or more and lodging <i>is</i> required en route,	en route travel days to the TDY location,	the TDY or stopover point where lodging is procured.	<ul style="list-style-type: none"> <li>Lodging up to the per diem rate plus 75 percent of the locality M&amp;IE rate for the day of departure from the PDS.</li> <li>100 percent of the applicable M&amp;IE rate for the subsequent days of travel.</li> </ul>
	en route travel days from the TDY location to the PDS,		100 percent of the applicable M&IE rate for the day of departure from the TDY location. 75 percent of the locality M&IE rate for the day of arrival at the PDS.

\*Refer to par. 020311 for trips of 31 or more days.

\*\*Per diem payment for TDY of more than 12 hours but less than 24 hours may be taxable (IRS Rule 68-663 and 26 CFR § 1.162-2(a)). The civilian employee should verify possible state and local implications.

**Note:** Exception for U.S. Coast Guard. For the day travel ends (return day to the PDS, home, or authorized delay point), per diem is based on the M&IE applicable to the last TDY or authorized

delay point whether or not overnight lodging was required.

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### **020310. Lodging and M&IE Per Diem Calculation Rules**

The calculation of per diem allowance for each day at a TDY location based on the actual amount paid for lodging, limited to a ceiling amount, plus an allowance for M&IE, the total limited to the applicable maximum per diem rate for the TDY location concerned.

A. Reimbursement While En Route from Home or PDS to TDY Location. Lodging reimbursement is based on the actual cost of lodging, limited to the lodging portion of the locality per diem rate at the TDY location or at the stopover. The M&IE for the departure day is 75 percent of the M&IE rate of the traveler's stopover point or TDY location that night if lodging is used. If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the rate at the next destination.

B. Reimbursement at Stopover Points. A stopover point is necessary when travel is for more than 1 day. That generally means that lodging is required. Lodging at the stopover point does not include sleeping in the transportation terminal. Per diem at a stopover point is based on the locality per diem rate at the stopover. [See computation example.](#)

C. Reimbursement at the TDY Location. For each full day, a traveler receives the actual cost of lodging limited to the lodging portion of the locality per diem rate of the stopover point or TDY location at 2400 hours, plus the applicable M&IE rate. If lodging is required for a TDY that lasts more than 12 hours, but less than 24 hours, then reimbursement is for the actual cost of lodging, limited to the lodging portion of the locality per diem rate plus 75 percent of the M&IE rate. A meal provided by a friend or relative *or* by a commercial company on an airplane, train, bus, or ship does not affect per diem. A complimentary meal provided by a lodging establishment does not affect per diem as long as the room charge is the same with or without meals.

D. Reimbursement While En Route between TDY Locations. When a traveler departs one TDY location and goes to another, the M&IE rate is 100 percent based on the traveler's new TDY location (or stopover point, if lodging is used). If the traveler is traveling overnight and does not use lodging, the M&IE rate is based on the new TDY location.

E. Reimbursement While En Route from TDY Location to Home or PDS. Lodging reimbursement for a stopover point en route to the home or PDS is based on the actual cost of lodging, limited to the lodging portion of the locality per diem at the stopover point.

1. The M&IE for the return day to the PDS is 75 percent of the M&IE rate for the preceding day (whether that day was spent at the last TDY location or at a stopover point, if lodging was used). Any TDY locations en route on the day travel ends do not affect the M&IE rate for that return day to the PDS or home.

2. For U.S. Coast Guard Service members, the per diem is based on the M&IE applicable to the last TDY or authorized delay point the day travel ends (return day to the PDS, home, or authorized delay point), whether or not overnight lodging was required there.

### **020311. Flat-Rate Per Diem Reimbursement during a TDY**

Flat-rate per diem applies when a traveler is assigned on a long-term TDY at one location for more than 30 days. It is a percentage of the locality per diem rate and the percentage amount depends on the

length of the TDY specified in the travel authorization. Flat-rate per diem is paid for whole days while on a TDY, and does not apply on en route travel days. The provisions of par. 020303.G1-11 do not apply under flat-rate per diem because they are considered part of the lodging portion of the flat rate.

A. Compute the Flat Rate. Apply the appropriate percentage rate to the local per diem rate in accordance with the rules listed in Table 2-21. Compute flat-rate per diem beginning on the day after arrival at the TDY point. Flat-rate per diem ends at 2400 on the day before the day of departure from the TDY location.

B. Lodging Reservations. A traveler ordered on a long-term TDY who is authorized a flat-rate per diem, but who cannot personally arrange suitable commercial lodging through the electronic travel system must contact the TMC for assistance.

C. Retain Proof of Lodging. Lodging receipts are not required for reimbursement of flat-rate per diem, but proof that lodging costs were incurred may be required to be shown to the AO. Documents that are not receipts, (e.g., a signed lease, GTCC statements, or canceled checks) can substitute as proof of lodging costs. Expenses for retained lodging (actual cost) during an authorized absence may be reimbursed as a miscellaneous expense, limited to the lodging portion of the flat-rate per diem allowance, and receipts are required.

D. Lodging Taxes. Lodging taxes may be separately reimbursed in the CONUS and non-foreign locations OCONUS unless the combined cost of the lodging and taxes is less than the lodging portion of the flat-rate per diem. In that case, the total combined cost is reimbursed. Lodging receipts are required when reimbursing lodging taxes separately. See [computation example 1](#) and [computation example 2](#).

E. Flat-Rate Per Diem not Reducible. The flat rate may not be reduced further even if the actual lodging costs incurred are less than the lodging portion of the flat-rate per diem, unless Government quarters and meals are available or the Secretary concerned reduces it to a lower rate.

<b>Table 2-21. Flat-Rate Per Diem Rules for TDY Travel</b>	
<b>If...</b>	<b>Then...</b>
TDY is 31-180 days at a single location,	a flat-rate of 75 percent of the per diem allowance is payable for each full day.
TDY is 181 days or more at a single location,	a flat-rate of 55 percent of the per diem allowance is payable for each full day.
the per diem rate changes during the travel period,	the flat-rate per diem is increased or decreased accordingly, unless the fixed rate no longer covers the cost of long-term leased lodging.

<b>The above rules apply unless...</b>	<b>Then...</b>
neither the traveler nor the TMC can find suitable lodging within the reduced rate,	the AO may authorize, <b>in advance</b> , actual lodging cost not to exceed the locality per diem rate. However, the M&IE rate is still paid at the applicable flat per diem percentage rate.
Government quarters are available or provided or commercial lodgings are provided at no cost to the traveler,	the lodging portion of the flat-rate per diem does not apply.
one or more meals or all meals at no cost or meals available and directed at a Government dining facility,	the GMR, PMR, or incidental expenses only applies and flat-rate per diem is not applicable.

The above rules apply unless...	Then...
Government quarters and one or two meals in a Government dining facility are available,	the PMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.
Government quarters and all three meals are available in a Government dining facility,	the GMR applies and the cost of Government quarters is reimbursed, limited to the locality per diem rate. Flat-rate per diem does not apply.
all three meals are provided at Government expense and at no cost to the traveler,	the incidental portion of per diem applies and flat-rate per diem does not.
a travel authorization is later amended and the TDY travel will end 31 (or 181) days or more from the amendment date,	the reduced flat-rate per diem applies beginning on the day after the amendment is issued.
flat-rate per diem is paid and a traveler is assigned on a TDY to another location for less than 30 days,	dual lodging while at the second TDY location is authorized up to the duration of the second TDY, limited to the lodging portion of the reduced per diem rate. Per diem is computed using the Lodging Plus computation method for the second TDY location.
actual lodging costs incurred, plus taxes, are less than the lodging portion of the flat-rate per diem in the CONUS or non-foreign area OCONUS,	lodging taxes are not reimbursed separately.
a traveler is assigned additional TDY travel to another location for more than 30 days,	the flat-rate per diem will apply to the second TDY, computed based on the second TDY locality per diem rate, and no dual lodging is authorized.
no lodging costs are incurred for any reason, a traveler is staying with friends and relatives, a traveler is staying in a home that the traveler owns or is purchasing,	the lodging portion of flat-rate per diem does not apply.
a traveler is staying in Government quarters, and meals are not available in the dining facility,	actual cost of lodging is reimbursed and the appropriate flat rate is paid for the M&IE portion of per diem.
the mission, health, welfare, or safety of the traveler on a TDY to a foreign location would result in an extreme personal hardship if the M&IE were reduced,	the M&IE portion of flat-rate per diem may be waived in advance.*
the reduced flat-rate M&IE is insufficient based on the circumstances of the TDY,	the Secretary concerned, CCDR, or Director of a DoD Agency or Component may authorize, <b>in advance</b> , or approve payment of actual expenses <b>after travel is performed</b> for meals and incidental expenses as defined in par. 020102 up to the full locality rate.**

\*Authority may not be delegated below the three-star flag officer at a deputy or vice commander level. Full M&IE per diem may be authorized through the Secretarial Process, **in advance**, for a traveler not located in the CCMD or JTF commander's area of responsibility.

\*\*Authority may not be delegated below the three-star General Officer or Flag Officer (or civilian employee equivalent) deputy or vice commander level. A traveler who requests reimbursement in excess of the authorized flat-rate M&IE must provide receipts to substantiate claims for actual expenses unless itemized charges are documented through the use of the **GTCC**, used in accordance with the Travel and Transportation Reform Act of 1998. The same authority that authorizes or approves actual expenses may waive this receipt requirement when they personally certify that requiring travelers to submit receipts

*negatively affects mission performance or creates an undue administrative burden. All authorizations for payment of actual costs for M&IE for TDYs more than 30 days must be reported to the PDTATAC, Chief.*

F. Advance Authorization for Full M&IE Not Possible. There are times when conditions necessitating full locality M&IE are not known in advance, and advance authorization is not possible. In such cases, the authorization for payment of full M&IE may include approval for payment of the actual expenses for meals and incidentals expenses, up to the locality rate, for days prior to the authorization for payment of the locality M&IE per diem.

G. Flat-Rate Per Diem and TDY Days Reduced. A traveler on long-term TDY receiving flat-rate per diem normally makes long-term arrangements with a lodging establishment. When the TDY duration is reduced, some lodging establishments increase the lodging rate because the traveler has reduced the length of the stay. When such an increase occurs, the flat-rate per diem still applies. However, any excess lodging costs over the amount allowed for the lodging portion of the flat rate are considered to be penalties and cancellation fees, and are reimbursed as a miscellaneous reimbursable expense. The total reimbursement for lodging costs—the flat-rate lodging amount plus the excess portion of lodging claimed as a miscellaneous reimbursable expense—is limited to the lodging portion of the locality per diem rate for the TDY location. The M&IE portion of per diem remains at the flat-rate per diem amount.

H. Required Report to PDTATAC, Chief. All authorized payments of full M&IE for 31 days or more must be reported to the PDTATAC, Chief. The authorizing CCMD or Service must report each occurrence, to include the TDY dates for which the M&IE portion of the locality per diem rate is required, any unclassified site locations, the average cost of M&IE, and the number of personnel affected. Reports go to the PDTATAC, Chief at the mailing address or fax number on the title page of this publication, or at dodhra.mc-alex.dtmo.mbx.pdtatac-staff@mail.mil.

I. M&IE Portion of Flat Rate Per Diem is Exempt. The locations in Table 2-22 are deemed so remote that the traveler has very limited access to a food source for meals. The cost of meals exceeds the meals portion of the flat-rate per diem.

<b>Table 2-22. Locations Exempt from M&amp;IE Portion of Flat-Rate Per Diem</b>		
<b>Location</b>	<b>Effective Date</b>	<b>Recertification Date</b>
Wake Island	May 17, 2016	May 18, 2018
Johnston Island	May 17, 2016	May 18, 2018
Midway Island	May 17, 2016	May 18, 2018
Palau (Civic Action Team)	Feb 26, 2016	Feb 26, 2018

## **020312. Return to Permanent Duty Station (PDS) During Long-Term TDY**

Long-term TDY means continuous travel for 31 days or more (other than deployment). For purposes of this provision, the return to the PDS location must be accomplished on non-duty days or during non-duty hours. Any expenses greater than what is allowed are the traveler's responsibility. The return must be either to the PDS location or to the place from which a traveler commute daily to the PDS location. There are two types of returns to the PDS location:

### A. Authorized Returns

1. Authorized returns must be authorized in the travel authorization.
2. Allowance is for the round-trip cost of transportation and per diem between the TDY

location and the PDS location. No per diem is payable at the PDS location.

3. The AO may authorize or approve lodging retained at the TDY location during the authorized return as mission essential if the reasons for retaining the lodging are reasonable, necessary, and not merely for the traveler's convenience. Retained lodging is paid as a reimbursable expense, limited to the lodging portion of the locality per diem rate. When flat rate is paid at the TDY location, the actual out-of-pocket expense, limited to the lodging portion of the reduced flat-rate, is paid as a reimbursable expense.

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**Note:** Periodic return travel to the PDS is not authorized for U.S. Coast Guard Service members.

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B. Voluntary Returns. A TDY traveler may voluntarily return to the PDS or residence from which the traveler commutes daily to the PDS during non-duty hours or authorized leave periods.

1. No per diem or AEA is payable while at the PDS.
2. Reimbursement is for the lesser of these two: round-trip cost of the transportation used, plus the en route per diem, *or* what it would have cost had the traveler remained at the TDY location.
3. Lodging taxes are not included in the constructed cost when the TDY location is in the CONUS or a non-foreign location OCONUS because the taxes are reimbursable expenses and not part of lodging.
4. If the TDY location is in a foreign area, then lodging taxes are included in the computation because they are part of the lodging cost and not separately reimbursable.
5. For exceptions allowing retained lodging at the TDY location during voluntary returns, see Chapter 3, Part C and Chapter 6.

### **020313. Tax Impact of TDY Travel on a Civilian Employee**

Long-term TDY may impact a civilian employee's taxes when the duration of TDY travel at one location is more than 365 consecutive days. Although the Government may consider this TDY travel, the Internal Revenue Service (IRS) may consider TDY of this duration as permanent and any travel and transportation allowances associated with that TDY as taxable income.

A. TDY Changes. If a TDY is expected to last less than one year, but the expectation changes some time during the TDY so that the TDY is anticipated to last more than one year, then the IRS may treat that TDY as temporary until the date that the expectation changed. Allowances from that date forward at that location become taxable income. Allowances received before the expectation changed are not taxable (see [CBCA 2594-TRAV](#) April 13, 2012).

B. Breaks Between TDYs. There must be a 7-month break between TDYs at one location to stop the IRS 365-day clock. When a TDY lasts less than 1 year at one location and the civilian employee returns to the PDS and then returns to the same TDY location for another TDY, allowances for the second TDY may become taxable. The IRS may consider the second TDY a continuation of the first TDY if at least 7 months have not elapsed since the first TDY ended.

C. Income Tax Reimbursement Allowance for Civilians (ITRA). A civilian employee may partially offset the additional Federal, state, and local income tax liabilities that result from official travel

through eligibility for an ITRA. The ITRA will not reimburse a civilian employee for the full amount of the tax liability, as it takes into account only income taxes. The ITRA does not compensate for employment taxes ([Federal Insurance Contributions Act](#) or [Medicare](#)) on these amounts.

D. AOs Must Advise a Civilian Employee. An AO must advise each civilian employee of the potential obligations for additional income tax if a TDY is expected to fall within possible taxable time frames. State tax rules differ by state and locality. The AO should advise each civilian employee to consult a tax expert for guidance on the tax impact on specific situations. Refer to the [Federal Travel Regulation, Section 301-11.604](#), for [ITRA](#) details.

F. Agency Liability. An AO must be aware that the Agency may be liable for the Agency portion of employment taxes related to the civilian employee's TDY travel.

### 020314. Impact of the International Date Line (IDL) on Per Diem

The IDL is an imaginary line along the 180th meridian where each calendar day begins. Thus, when it is Thursday east of the IDL, it is Friday west of the IDL.

If...	Then...
crossing the IDL while traveling from West to East,	the traveler gains one day of per diem. See <a href="#">computation example 1</a> and <a href="#">computation example 2</a> .
crossing the IDL while traveling from East to West,	the traveler loses one day of per diem.

### 020315. Other Circumstances Impacting a Traveler's Per Diem

A. Hospitalization. A traveler who is an inpatient is not authorized per diem reimbursements during hospitalization except for specific circumstances. Refer to Chapter 3, Part D for rules regarding inpatient and outpatient treatment.

B. Traveler Dies or Goes Missing While in a TDY Status. A traveler is authorized transportation and per diem through the end of the calendar day of the death. A traveler who is determined to be missing under the Missing Persons Act is authorized per diem through the end of the calendar day on which the traveler was declared missing ([44 Comp. Gen. 657 \(1965\)](#)).

C. Personnel Are Traveling Together and Travel Authorization Directs Limited or No Per Diem Reimbursement. The AO may direct personnel to travel together away from the PDS because the mission requires them to remain together, not just because it saves money. Per diem is not authorized, even at a reduced rate, on travel days when personnel are traveling together; the travel authorization directs limited or no reimbursement; and transportation, food, and lodging expenses are provided without costs to travelers.

1. The AO may authorize occasional meals and lodging when traveling, not at the TDY location.

2. The rules on personnel traveling together begin when a traveler departs the PDS location and end at 2400 on the day that a traveler arrives at the TDY location. Then, it begins again at 0001 on the day that a traveler departs the TDY location and ends when the traveler returns to the PDS location. A civilian employee pays the food cost and operating expenses (surcharge) and is authorized

reimbursement only for the food cost.

D. Per Diem Payment During Field Duty. Field duty is a specific status normally associated with war games and field exercises, and is so directed in the travel authorization. During field duty, the Government provides lodging and meals to the traveler. The lodging may be non-transient barracks or tents, and the meals may be field rations.

1. Per diem is not authorized for a Service member in a field-duty status or for a civilian employee providing noncombatant support, or while accompanying, a military unit that is on designated field duty. However, the senior commander in charge of an exercise, or a designee, may authorize per diem reimbursement if lodging is not available without charge or meals are not available without charge for an enlisted Service member. The Secretary concerned authorizes payment of per diem, including reduced per diem.

2. If a civilian employee pays the discounted GMR for meals consumed in a dining facility while on field duty or for field rations, then the civilian employee may be reimbursed the actual costs incurred. The AO may authorize occasional meals and lodging expenses when needed.

3. The field-duty rules on per diem begin 0001 on the day after arrival and end at 2400 on the day before the field-duty status ends.

4. The Secretary concerned may authorize a lower per diem for a Service member on field duty deployed OCONUS away from the PDS. The authorized rate is paid instead of the prescribed per diem rate and may be paid while the Service member is in field duty. The total per diem paid during the entire period is about equal to the per diem that would have been paid for the time not in a field duty status. The Secretary concerned may delegate the authority to a Department headquarters, bureau or staff agency chief, or Naval Systems Headquarters commander with no further delegation. When authorized, the reduced per diem rate is paid regardless of the location OCONUS.

E. Essential Unit Messing (EUM) for Meals. EUM refers to using the Government dining facility as a unit or group, and cannot be applied to an individual traveler. It may be required for operational deployments or training for certain courses, when the Secretary concerned, the Combatant Commander, or the Joint Task Force (JTF) Commander determines that it is essential for accomplishing training and readiness or is necessary for military operations.

1. EUM applies to organizational units, operational elements, operational deployments, or detachments. When EUM has been established, the Government provides meals to a Service member, and the M&IE is reduced to only the applicable incidental expenses. The AO may authorize occasional meals and lodging when necessary.

2. A civilian employee, when in EUM and in a training status, may receive the discount GMR. The civilian employee in EUM while supporting an operational deployment or contingency operation receives the incidental expenses portion of per diem and the discount GMR.

3. The rules on paying per diem for meals during EUM begin at 0001 on the day after arrival or the first full EUM day and end at 2400 on the day before EUM ends.

F. Per Diem While Aboard a Government Ship. Per diem for the arrival day on board and departure day are based on the port rates. Per diem is not authorized on the days of arrival and departure from the ship, if the port is the traveler's PDS and meals are furnished with or without charge. The traveler is not charged lodging costs on a Government ship. Normally, a TDY traveler aboard a ship is

provided meals without charge, making the traveler ineligible for per diem beginning at 0001 on the day after arrival through 2400 on the day before departing the ship.

1. If a civilian employee pays for meals aboard a Government ship, the current GMR is paid for each meal, unless the AO authorizes a different special rate. If the GMR is payable, reimbursement commences at 0001 on the day after arrival and terminates at 2400 on the day before the time aboard the ship ends.

2. If a civilian employee performs TDY ashore and is authorized to procure lodging and meals at personal expense, then the civilian employee may be reimbursed up to the maximum locality per diem rate.

3. If a traveler must retain lodging at the same or prior TDY location, then the actual daily lodging cost is paid, not to exceed the locality lodging per diem ceiling for the TDY location ashore.

G. Per Diem for TDY on a Foreign (Non-Government) Ship or TDY on a Ship Constructed by a Commercial Contractor (Acceptance Trials Before Commissioning). A Service member is not authorized per diem when the Government furnishes both quarters and all meals without charge.

1. If a Service member is required to retain lodging at the same or prior TDY location, then dual lodging is authorized in accordance with JTR rules.

2. The rules on paying per diem on a foreign ship, or a ship constructed by a commercial contractor, begins at 0001 on the day after arrival and ends at 2400 on the day before the status ends.

H. Per Diem While Traveling on a Commercial Ship—Travel of 24 or More Hours (Excludes Oceangoing Ferry). Per diem is based on the port's location for the arrival and departure days. A traveler is not authorized reimbursement for meals if they are furnished without charge or included as part of the accommodations.

1. A traveler is authorized reimbursement for meals equal to the furnished meal cost and the AO must set the meals portion of per diem equal to the anticipated expenses and indicate the circumstances warranting the rate.

2. If the AO establishes a per diem rate payable for travel of 24 or more hours on a commercial ship, the per diem commences at 0001 on the day after arrival and terminates at 2400 on the day before the status ends.

I. TDY In Connection with Fitting-out or Conversion of a Ship or Service Craft. Per diem is authorized for a Service member during each fitting-out or conversion period. This period includes the day the ship is commissioned or service craft is placed in-service, and the day the ship is decommissioned or service craft is placed out of service. Per diem ends on the day the Service member's assignment is changed from either of the following:

1. TDY in connection with fitting-out or conversion of a ship or service craft to permanent duty aboard that ship or service craft.

2. Permanent duty aboard the ship in connection with ship decommissioning or placement of the service craft out of service changes, even if that status change takes place before the ship commissioning or decommissioning or before the date the service craft is placed in or out of service.

J. Per Diem While Traveling on a Car Ferry. If lodging on the car ferry is not required, then the M&IE while on the ferry is the rate applicable to traveler's location at 2400 on the day departing the ferry. If lodging is required, then:

1. Reimbursement for required accommodations is authorized unless included in the ferry transportation cost.
2. The daily per diem rate for the arrival day on the ferry through the day before the departure day from the ferry is equal to the highest CONUS M&IE rate.
3. On the departure day from the ferry, the M&IE rate is the rate applicable to the traveler's location at 2400 on that day.

K. Per Diem Not Allowed During Permissive TDY. Permissive TDY is TDY at no cost to the Government. See [DoDFMR, Vol. 9](#) for more information.

L. Per Diem When Lodging and Meals Procured Under Contract. A contracting officer may contract for rooms and or meals for a traveler on TDY, or a group of travelers. The total daily amount the Government pays for a traveler's lodging and M&IE is limited to the applicable locality per diem rate for the location concerned or the authorized or approved AEA limit. When lodging and meals are contracted, reimbursement is limited to the incidental expense portion of per diem and is not authorized for other items or services paid for by a traveler.

M. Per Diem When Delaying Return Travel to Use Reduced Travel Fares. When the traveler elects to stay at a TDY location longer than required by the assignment to qualify for reduced transportation fares and the AO authorizes or approves the action, per diem or AEA for the additional time may be paid if both of the following conditions are met:

1. The delay does not extend the TDY time beyond the time when the traveler is required to be back at work at the PDS ([B-192364, February 15, 1979](#); [B-169024, May 5, 1970](#)).
2. The delay does not exceed the cost of travel as originally planned.

N. Travel on a Non-workday to a Location Other than the PDS. A traveler is authorized per diem on a non-duty or non-workday away from a TDY site at a location other than the residence or PDS for personal reasons. Transportation costs are not authorized and the per diem is limited to the amount the traveler would have received at the TDY site. See par. 033301 for effect of leave or administrative absence on per diem.

O. Allowances When a TDY Is Abandoned. When a civilian employee abandons a TDY for personal reasons acceptable to the AO, either before reporting to the TDY location or before the assignment is complete, then only travel and transportation allowances to the abandonment point are allowed. If the personal reasons are unacceptable to the AO, then no travel and transportation allowances are authorized. Costs to return to the PDS are the civilian employee's responsibility unless the civilian employee completed the TDY.

P. Brief Stay in the PDS Vicinity during a TDY.

1. A civilian employee traveling between TDY locations who has to stop at the PDS airport in connection with the transportation and remain overnight at a hotel instead of going home or going to the workplace may be eligible for travel allowances. The stay at the PDS vicinity is due to circumstances

beyond the traveler's control and not for the traveler's convenience ([GSBCA 16144-TRAV, November 14, 2003](#)).

2. Per diem must be paid as specified in Section 0203, "Per Diem Allowance and Other Computation Rules."

Q. TDY Location Becomes PDS.

1. Service Member. When a Service member is on TDY and receives a PCS order that makes the TDY location the Service member's new PDS, the impact on travel allowances is as follows (for travel to the new PDS, see Chapter 5):

a. If the change is effective immediately, per diem at the TDY location stops effective on the day the Service member receives the PCS order.

b. If the change is effective on a specified future date, per diem continues for the TDY involved and the return to the old PDS.

2. Civilian Employee

a. Whenever possible, coordinate the civilian employee's TDY with the notice about a change to the PDS so that the civilian employee has time to return to the old PDS from the TDY location. This allows the civilian employee time to arrange for a residence sale, dependent and household goods (HHG) transportation, and travel to the new PDS in time to report for duty on the PCS effective date.

b. Payment of per diem stops on the date the civilian employee receives notice that the TDY location becomes the PDS, unless he or she is performing a TDY at the new PDS before the transfer is effective. In such case, per diem is paid and the TDY is terminated by a return to the old PDS, where the civilian employee performs substantial duty.

(1) The civilian employee is authorized PCS allowances if the transfer is in the Government's interest. See Chapter 5 for PCS allowances.

(2) If the PDS change is effective at some specific future date, and the civilian employee completes the TDY and returns to the old PDS before the PCS effective date, then return transportation and en route per diem are at TDY rates under the TDY order. The civilian employee and dependents are then eligible for PCS transportation and per diem from the old PDS to the new PDS under the PCS order. See Chapter 5 for PCS allowances.

(3) If the PDS change is effective immediately, or if the civilian employee completes the TDY and returns to the old PDS after the effective date of the PCS orders, then transportation and per diem from the TDY location to the old PDS are at the PCS transportation and per diem rates under the PCS order. The civilian employee and dependents are then eligible for PCS travel from the old PDS to the new PDS, also under the PCS order. See Chapter 5 for PCS allowances.

(4) When the civilian employee returns to the old PDS from the TDY location that becomes the new PDS, no per diem is payable at the old PDS, regardless of whether the return is before or after the effective date of the PCS order.

R. Return to PDS Directed During Non-Workdays. The AO may require a traveler to return to the PDS for non-workdays provided the conditions below are met:

1. Expense for round-trip transportation and per diem or AEA en route is less than the per diem or AEA that would have been paid had the traveler remained at the TDY location.
  2. The last workday at the TDY location before returning to the PDS is not adversely affected.
  3. The first workday at the TDY location after return from the PDS is not adversely affected.
  4. The travel authorization states the traveler must return to the PDS for non-workdays.
- S. Navigation Proficiency Flights. A Service member is not authorized per diem for a navigational proficiency flight when the flight is authorized or approved at the Service member's request.

## 0204 MISCELLANEOUS REIMBURSABLE EXPENSES

<b>Table 2-24. Miscellaneous Expenses Not Listed Elsewhere</b>
1. Late payment fee on the <a href="#">Government Travel Charge Card</a> (GTCC), incurred through no personal fault of the traveler, due to a mission-critical status (for example, when the traveler is unable to file a voucher due to circumstances specific to travel or when the AO does not approve the travel within 30 days, in accordance with <a href="#">DoDI 5154.31, Vol. 4</a> ).
2. Expedited delivery charges for the <a href="#">GTCC</a> —when the AO authorizes or approves.
3. An international transaction fee of up to 1 percent for qualifying transactions charged by the <a href="#">GTCC provider</a> , as listed on the billing statement, or a personal charge card if the Service member is exempt from using the GTCC.
4. A merchant surcharge of up to 4 percent on the <a href="#">GTCC</a> , or a personal charge card if the Service member is exempt from using the GTCC.
5. Storage of baggage or property used on official business—when the AO authorizes or approves. The necessity must be explained in writing.
6. Foreign currency conversion fees, including cash conversions if necessary (based on the currency exchange rate at which an authorized expense was charged). Fees charged by hotels and restaurants when the <a href="#">GTCC</a> is charged using U.S. dollars instead of the local currency may not be reimbursed as a separately reimbursable expense and must be included on the receipts as part of the overall cost for the OCONUS expenses. Losses from currency conversion are not reimbursed.
7. Charges for immunizations, inoculations, and other disease-preventive medical prophylaxes that are required for official travel OCONUS, but are not available through a Federal dispensary. Only the cost of the immunization or inoculation is reimbursable, not the medical office visit.
8. The cost of a birth certificate or other acceptable evidence of birth, when required for official travel to foreign locations.
9. Guide services—when the AO authorizes or approves.
10. Interpreter services—when the AO authorizes or approves.
11. For costs related to a change in status or obtaining a visa, passport, or green card, when required for official travel, reimbursement is authorized for: required photographs; mandatory biometric fees; dependent fees (for example, United Kingdom Clearance fee); legal fees, if required by local laws and customs for obtaining and processing applications; inoculations and other disease-preventive measures (see item 7). Lawyer retainer fees are not reimbursable. Official travel is normally on a no-fee passport. The AO may authorize use of a tourist passport when travel is to a high-threat or high-risk airport by commercial air... Check the DoD Foreign Clearance Guide for requirements and warnings before traveling to foreign countries, <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a> .
12. Automatic teller machine fees in locations OCONUS only when the AO authorizes the expense in

**Table 2-24. Miscellaneous Expenses Not Listed Elsewhere**

advance and after it was approved through the Secretarial Process by no lower than an O-6 or equivalent. The traveler must document that the GTCC cannot be used for security or local infrastructure reasons when traveling OCONUS. The reimbursement is limited to the fees that the traveler could incur, based on the amount of cash advance that was authorized in the travel authorization.
13. The AO may authorize or approve reimbursement for the following costs related to military working dogs: Transportation cost of a military working dog, whether included in the handler's fare or when billed separately to transport the dog as cargo. Kennel-handling fees at the air terminal for military working dogs. Lodging fees and kennel handling fees at an airport or place of lodging for a military working dog. Cleaning fees for a rental vehicle when transporting a military working dog.
14. A baggage transfer fee may be authorized or approved limited to the customary local rate for inter model transfers between authorized transportation modes. The necessity for the transfer must be explained in writing.
15. A civilian employee may be authorized POV tax and license fees if required by the state. The POV use must be to the Government's advantage. The civilian employee's PDS must not be the state where he or she is on TDY.
16. The cost of a value added tax relief certificate used to avoid paying lodging taxes.
17. Energy surcharge fees.
18. Driver (vehicle services)—when the AO authorizes or approves.

## 0205 SHIPMENT AND STORAGE OF HHG WHILE ON TDY

### 020501. Shipment of HHG by a Service Member

A. Eligibility. A Service member who is on TDY for 31 or more days may be eligible for travel allowances to ship HHG.

B. Allowances. Service members must comply with the limitations on weight and transportation for shipping HHG.

#### 1. TDY Weight Allowances

a. The AO may authorize or approve shipment of HHG up to the weight allowance in Table 2-25 designated for the Service member's grade. In addition to the HHG weights authorized in Table 2-25, the AO may also authorize shipment of professional books, papers and equipment as specified in par. 5268 and required medical equipment as specified in par. 5192.

(1) The Service member's grade on the day travel begins determines which weight allowance is allowed. If the travel authorization is amended, modified, canceled, or revoked, HHG must be transported to the proper destination at Government expense (see par. 5208).

(2) On a case-by-case basis, the Secretary concerned may authorize a higher TDY HHG weight allowance, up to 1,000 pounds, for a Service member below grade O-7. The higher weight allowance may be authorized when failure to increase the TDY weight allowance would create a significant hardship for Service member.

(a) The TDY HHG shipment is in addition to, and does not include the weight

of, any authorized unaccompanied baggage or any accompanied baggage included on a passenger transportation ticket.

(b) The weight of the TDY HHG is the actual unpacked and uncrated weight. The Transportation Officer should establish this weight before packing if possible. For details on determining the net shipping weight of HHG, see pars. 5202, 5204, and 5206.

(c) When a Service member is ordered from a TDY location to a new PDS, or when a TDY location becomes the new PDS, the weight of the TDY HHG shipment allowed is in addition to any weight allowance for PCS HHG shipments.

<b>Table 2-25. TDY HHG Weight Allowance (Pounds)</b>	
<b>Grade</b>	<b>Weight Allowance</b>
<b>Includes an RC member and an Army or Air Force officer holding a temporary commission</b>	
<b>Officer Personnel</b>	
O-10	2,000*
O-9	1,500
O-8 and O-7	1,000
O-6, O-5, O-4, W-5, and W-4	800
O-3, O-2, O-1, W-3, W-2, and W-1	600
<b>Enlisted Personnel</b>	
E-9	600**
E-8	500
E-7 to E-1, and Aviation Cadet	400
Service Academy Cadet or Midshipman	350

\*The Secretarial Process may authorize additional weight, up to 2,000 lbs. (up to 4,000 lbs. total), for the Chiefs of Staff, U.S. Air Force and U.S. Army, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commandant of the Coast Guard.

\*\*A Service member selected as Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff, Sergeant Major of the Army, Master Chief Petty Officer of the Navy, Master Chief Petty Officer of the Coast Guard, Chief Master Sergeant of the Air Force, Sergeant Major of the Marine Corps, or Senior Enlisted Advisor to the National Guard Bureau, who requires a TDY HHG weight allowance, is authorized 800 lbs. for a TDY order issued on or after receiving notice of selection to that position and for the remainder of the Service member's military career.

## 2. PCS Weight Allowance for Shipping HHG during TDY

a. For the following situations, the Service member's PCS weight allowance as specified in par. 5200-B, may be shipped, in addition to the authorized or approved TDY shipment of HHG in Table 2-25. Circumstances and locations warranting the addition of the PCS HHG weight allowance to the TDY HHG shipment are the following:

(1) A PCS with TDY en route (see par. 5284-A).

(2) Orders directing a TDY with no return to the PDS, or directing the TDY pending further assignment. If the Service member is required to vacate Government quarters, then HHG may be either packed and moved from the Government quarters to private sector housing in the old PDS vicinity, or placed in non-temporary storage (NTS) under par. 020503.

(3) When a travel authorization for a TDY does not specify the duration and Section 0312, “Indeterminate TDY (ITDY)” applies.

(4) TDY performed under an order pending a PCS to a PDS OCONUS. HHG may be shipped to any combination of the following locations:

- (a) PDS OCONUS.
- (b) Any location in the CONUS that the Service member specifies.
- (c) An NTS location (see par. 020503).

b. For a TDY under an order pending a PCS assignment to a ship, the following apply:

(1) Other than a PCS assignment to a ship described as “unusually arduous sea duty” or considered as possible or likely to be at sea for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. HHG may be transported to a combination of the following:

- (a) The ship’s home port.
- (b) From Government quarters to private sector housing in the old PDS vicinity if required to vacate Government quarters.

(c) NTS identified in par. 020503.

(2) When a PCS assignment is described as “unusually arduous sea duty” or considered as possible or likely to be at sea continuously for a year or longer. PCS HHG weight allowances are authorized as specified in par. 5200-B. The designation of a ship, unit, or afloat staff as “unusually arduous sea duty” must be specified in writing through the Secretarial Process. HHG may be transported to any combination of the following:

- (a) The duty station OCONUS.
- (b) Any location in the CONUS the Service member specifies.
- (c) NTS identified in par. 020503.

c. A Service member on a TDY order in connection with building, fitting out, converting, or reactivating a ship is authorized PCS HHG weight allowances as specified in par. 5200-B if the TDY order directs duty on board when the ship is commissioned. The destination options for where to transport HHG depend on whether the sea duty is unusually arduous. If the sea duty:

(1) Is not specified as “unusually arduous,” then HHG may be transported to a combination of the ship’s home port and NTS under par. 020503.

(2) Is specified as “unusually arduous” or considered as possible or likely to be at sea continuously for a year or longer, then HHG may be transported to a combination of any location in the CONUS the Service member specifies and NTS under par. 020503.

### 3. Transportation

a. The transportation methods in par. 5210 apply.

b. A Service member on a TDY order may ship HHG anywhere if the origin is the TDY location or from anywhere if the destination is the TDY location. However, the reimbursement is limited to what it would have cost to ship the HHG between these authorized points:

(1) From the PDS—or home or PLEAD for an RC member—to the TDY location.

(2) TDY location to TDY location.

(3) From the last TDY location to the old or new PDS (see par. 5320 for a Service member released or separated from active duty from the TDY location). If the TDY is pursuant to an order directing no return to the PDS, pending further assignment, indeterminate TDY, or in connection with a PCS, refer to pars. 020501-B2a(1), 020501-B2a (2), and 020501-B2a (3), “Shipment of HHG by a Service Member: Allowances,” for locations between which shipment is authorized.

c. HHG not authorized or approved for transportation, or not within the Service member’s TDY weight allowance must not be transported with authorized HHG. The Service member must arrange separate transportation of such articles at personal expense. If a HHG shipment at Government expense is discovered to include unauthorized articles, then the Service member is financially responsible for reimbursing the Government all costs expended to transport the unauthorized articles. If the cost of the articles improperly transported cannot be established, see par. 5206.

d. Service regulations may restrict the type of HHG shipped to a TDY location based on unusual circumstances, such as local customs, laws, or military necessity of the mission. Any restrictions or limits on the content of the HHG authorized for shipment must be stated on the travel authorization.

#### C. Lost or Destroyed HHG.

1. When an original HHG shipped while on TDY is destroyed or lost during transport, through no fault of the Service member, a replacement shipment within the authorized weight allowance may be made at Government expense ([68 Comp. Gen. 143 \(1988\)](#)).

2. A designated Service representative may authorize or approve forwarding an authorized HHG shipment while on TDY to the proper destination when, through no fault of the Service member, the HHG shipment is misdirected or otherwise separated from the Service member.

### **020502. Storage in Transit and Special Storage of HHG by a Service Member**

HHG storage for a Service member may be authorized as either “storage in transit” (SIT) or “special storage.”

A. Storage in Transit (SIT) Eligibility. A Service-designated official may authorize or approve SIT as necessary for reasons beyond the Service member’s control if the Service member is either on a PCS with a TDY or deployment en route or is on a TDY or deployment for 90 days or less.

B. SIT Allowances. The Service member’s HHG, up to the TDY weight allowance, may be placed in SIT.

**Note:** See Chapter 5 when HHG are in SIT and the Service member is on a PCS with deployment or TDY for 91 or more days, or for an indefinite period.

C. Special Storage Eligibility.

1. Active-duty Service Member. The Secretarial Process may authorize or approve special storage when a Service member is on a TDY or deployment for 91 or more days, or an indefinite period, and no PCS is involved.

2. RC Member. The Secretarial Process may authorize or approve special storage for an RC member who is called or ordered to active duty under emergency or extenuating circumstances for reasons other than training and who is ordered to a TDY for any length of time or to a deployment.

D. Special Storage Allowances. The Service member's HHG, up to the PCS weight allowance, may be placed in special storage when authorized or approved. Storage costs include shipment, drayage, packing, crating, unpacking, and uncrating necessary to place HHG into or remove them from a storage facility. See Chapter 5 for storage facility selection. Special storage cannot be authorized or approved for a Service member who is authorized a "home of selection" allowance and has HHG in NTS when recalled to active duty.

E. Storage after TDY or Deployment. HHG storage may continue for up to 90 days after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

### 020503. NTS by a Service Member

A. NTS Eligibility. NTS is authorized only when a Service member is ordered on a PCS with TDY en route or while on a TDY in the situations listed in Table 2-26.

B. NTS Allowances. NTS begins on the day the travel authorization is issued and continues for as long as any of the situations in Table 2-26 exist. NTS may continue for 90 days or less after the TDY or until deployment is completed. Extensions to this 90-day period may be authorized in accordance with par. 5242.

<b>Table 2-26. NTS While on a TDY</b>	
<b>If...</b>	<b>Then the last day of storage is...</b>
the TDY is without a return to the PDS or is pending further assignment,*	the departure day from the TDY location when an order assigns a new PDS.
the TDY is an ITDY,**	the departure day from the last TDY location before proceeding to the new PDS.
the TDY is pending an assignment OCONUS or to a ship,*	the departure day from the last TDY location before proceeding to a location OCONUS or to the assigned ship.
the TDY is in connection with building, fitting out, converting, or reactivating of a ship and duty aboard the ship when commissioned,*	the ship's arrival day at its assigned home port.

*For more information about the above situations, refer to par. 020501-B2\* and Section 0312\*\*.*

### 020504. Removal of HHG from Storage by a Service Member

A. Delivery out of Storage. Delivery of HHG out of storage is authorized at Government expense as long as the travel authorization and the transportation allowances are valid, regardless of the length of time in storage. This includes shipments that have been converted to storage at the Service member's expense.

B. HHG Shipment after Storage. When applicable, HHG may be shipped to any point in the CONUS in accordance with par. 5296. HHG stored as specified in par. 5242 or under one of the following conditions may be transported to any subsequent PDS:

1. A TDY order that is without return to a PDS or pending further assignment.
2. A TDY order pending assignment to a location OCONUS or to a ship.
3. An ITDY order.

### 020505. Shipment of HHG by a Civilian Employee on TDY

A. Eligibility. A civilian employee on TDY for 31 days or more may be authorized or approved unaccompanied baggage. No other HHG shipment is authorized in connection with a long-term assignment treated as a TDY.

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**Note:** For a civilian employee on a TDY lasting between 6 months and 30 months that is treated as a temporary change of station, see Chapter 5.

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B. Allowance. The unaccompanied baggage weight limit is 350 pounds. Unaccompanied baggage is limited to additional clothing, personal effects, and equipment directly related to the mission, locality, or unusual conditions of the TDY. No authorization exists for excess accompanied baggage when unaccompanied baggage is authorized.

## 0206 TRAVEL IN AND AROUND THE PDS

The DoD installation, base, or senior commanders must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies ([59 Comp. Gen. 397 \(1980\)](#)). If the activity does not have a senior commander or is not located on a military installation, then the senior official determines the local area for that PDS location. The "local area" is defined as the area within the PDS limits and the metropolitan area around the PDS served by the local public transit systems; the local commuting area as determined by the AO or local Service or DoD Agency; and the separate cities, towns, or installations among which the public commutes on a daily basis. An arbitrary distance radius must not be defined for the local commuting area.

### 020601. TDY within the PDS Local Area but outside the PDS Limits

A. Eligibility. A Service member or civilian employee who requires overnight lodging in the PDS area to perform a TDY in the vicinity of, but outside the PDS limits may be eligible for travel allowances.

B. Allowances.

1. Transportation. The AO may authorize the transportation selected in accordance with par. 020203 and reimbursement of the transportation expenses as specified in Chapter 2.

2. Per Diem

a. The AO may authorize per diem if the travel period is more than 12 consecutive hours and overnight lodging is required.

b. Per diem is not authorized for a TDY performed outside the PDS limits even if it is in the vicinity of the PDS, unless overnight lodging is required.

### **020602. TDY within the PDS Limits under Emergency Circumstances**

A. Eligibility.

1. A traveler delayed in the PDS vicinity because of unavoidable weather-related circumstances beyond the traveler's control, such as a hurricane or snow storm, that cause a transportation delay after returning from a TDY may be eligible for travel allowances ([CBCA 2371-TRAV, May 18, 2011](#)).

2. Competent authority may authorize travel and transportation allowances for a Service member who performs duty under all of the following circumstances:

a. During emergencies that threaten injury to human life or damage to Federal Government property.

b. At a location within the PDS limits.

c. At other than at the Service member's residence or normal duty location.

d. At overnight accommodations used for duty .

B. Allowances

1. Refer to Section 0202 for transportation allowances.

2. Per diem is payable in connection with eligible transportation delays at the PDS ([CBCA 2371-TRAV, May 18, 2011](#)) in accordance with par. 020310.

### **020603. Travel within the PDS Local Area**

Refer to par. 020315 for stops at the PDS airport between TDY locations.

A. Eligibility. Service member or civilian employee who travels in the local area of the PDS on official business may be eligible for the travel allowances.

## B. Allowances

### 1. Transportation

a. The AO may authorize or approve reimbursement for transportation expenses incurred in the PDS area for travel during official duty hours:

- (1) Between either the office or duty point and another place of business.
- (2) Between places of business.
- (3) Between the residence and place of business other than the office or duty point.

b. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace (see [computation example 1](#), [computation example 2](#), and [computation example 3](#)). Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for:

- (1) Local public transit when tokens, tickets, or cash fares are not provided.
- (2) Taxi fares.
- (3) Hire and operation of a rental vehicle, including necessary parking fees.

c. Travel by a POV may not be directed, but may be permitted. Reimbursements are made only to the traveler responsible for the POV's operating expenses regardless of the number of passengers or which passenger contributes funds to defray the POV's operating expenses. When a POV is authorized or approved, reimbursement is for:

- (1) Mileage based on the vehicle's odometer readings.

(a) If the traveler ordinarily uses a POV to travel to and from the residence and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, the TDY mileage rate is reimbursed for the distance that exceeds the normal commuting distance. See [computation example 1](#) and [computation example 2](#).

(b) If the traveler does not ordinarily travel by POV to and from home, and POV travel is authorized or approved between the residence or the PDS, and one or more alternate work sites within the local area, TDY mileage is reimbursed for the distance driven, less the traveler's ordinary transportation cost to get to work and back to the residence.

(2) Actual cost for parking fees; ferry fares; and bridge, road, and tunnel tolls, as well as for mandatory trip insurance for travel in foreign countries.

d. If a POV and public transportation are authorized or approved for travel between the residence and one or more alternate work sites within the local area, the traveler is reimbursed all of the following:

(1) The TDY mileage rate for POV use to travel to and from the commercial transportation stop, station, or terminal for the distance that exceeds the commuting distance to the regular work site.

(2) The POV's parking fees.

(3) The cost of using the local public transit system when tokens, tickets, or cash fares are not provided.

**Note:** See [computation example 1](#) and [computation example 2](#).

e. A Service member who visits a medical facility in the local area may receive a transportation allowance.

(1) A Service member who is *ordered* to travel to a medical facility in the local area to obtain a physical examination, a medical diagnosis, or medical treatment is on official business and must be reimbursed for transportation when Government transportation is not provided. Reimbursement is authorized for transportation for additional appointments to complete a required physical examination.

(2) A Service member who *voluntarily* travels to a medical facility to obtain a medical diagnosis or treatment is not on official business and is not authorized reimbursement for transportation.

f. A civilian employee may have to pay taxes on reimbursements received for local travel.

(1) Reimbursement of local travel to and from the civilian employee's residence and the alternate work location is taxable as wages when the civilian employee is both:

(a) Expected to work at a temporary or alternate location for more than one year and for more than 35 workdays in a calendar year.

(b) Traveling daily between the residence and a temporary or alternate work location within the general commuting area and to and from the residence within a day.

(2) If there is an expectation that the civilian employee will work at a temporary or alternate location for more than 35 workdays in a calendar year, the AO must advise the civilian employee of the potential Federal, state, and local income tax obligations. Tax rules may differ by state and locality.

(3) The ITRA outlined in par. 020313 does not apply to local travel.

2. Per Diem. Per diem allowances are listed in Table 2-27.

<b>Table 2-27. Per Diem within the Local Area</b>	
<b>Per Diem is Authorized...</b>	<b>Per Diem is Unauthorized...</b>
For a traveler who detaches (signs out PCS) from the old PDS, performs a TDY en route elsewhere, and returns on a TDY en route to the old PDS is authorized per diem at the old PDS ( <a href="#">B-161267, August 30, 1967</a> ).	For a Service member who travels or has a TDY within the PDS limits.
For a Service member receiving per diem for incidental expenses under the Pay and Allowance Continuation Program (see <a href="#">DoDFMR Vol. 7A</a> ,	For a civilian employee who travels or has a TDY within the PDS limits or within the vicinity of or at the residence from which the commute takes place daily to the official station ( <a href="#">CBCA 1795-TRAV, March 12, 2010</a> , <a href="#">B-318229, December 22, 2009</a> ).

Table 2-27. Per Diem within the Local Area	
Per Diem is Authorized...	Per Diem is Unauthorized...
“Military Pay Policy-Active Duty and Reserve Pay”).	At the old or new PDS for a TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent residence at the old PDS and was in temporary lodging during the TDY. For a Service member hospitalized at the PDS.

3. Occasional Meals and Lodging. Occasional meals and lodging are authorized as specified in par. 020305 for a Service member who escorts:

a. An entire Arms Control Inspection team within the PDS limits.

b. One or more members of an Arms Control Inspection team engaged in activities within the PDS limits that relate to the implementation of an arms-control treaty or agreement during the in-country period referred to in the treaty or agreement ([37 U.S.C. § 494](#)).

### **020604. Taxi Use Incident to Authorized Work outside Regularly Scheduled Working Hours**

A. Eligibility. A Service member or civilian employee, who depends on public transportation for travel, is eligible for travel allowances if officially authorized to work outside of regular working hours and is traveling during hours of infrequently scheduled public transportation or darkness.

B. Allowances. The official who authorized duty outside the regular working hours or the traveler’s supervisor, if such authority has been delegated, may authorize or approve reimbursement for taxi fares between the office or duty site and residence, in accordance with Service and DoD Agency regulations ([58 Comp. Gen. 188 \(1978\)](#); [B-171969.42, January 9, 1976](#); [B-202836, November 19, 1981](#); and [B-307918, December 20, 2006](#)).

### **020605. Recruiting Expense Reimbursement**

A. Eligibility. An Armed Forces member who is permanently assigned to a recruiting organization and performing recruiting duty as either a primary or additional duty is eligible for reimbursement of specific costs involved in the performance of official duty.

B. Allowances. A recruiter is authorized a reimbursement limited to \$75 per month unless an exceptional monthly expense justifies exceeding this threshold for the actual and necessary costs of:

1. Snacks, non-alcoholic beverages, and occasional lunches and dinners purchased for prospective recruits and candidates, their immediate families, and other individuals who directly assist in the recruiting effort.

2. Parking fees at itinerary stops.

3. Official telephone calls.

4. Photographic copies of vital documents for prospective recruits and candidates, such as birth certificates, school transcripts, diplomas, and registration certificates.

5. Other small, necessary recruiting expenditures.
6. Personally procured and consumed meals at non-Government events when the following conditions apply:
  - a. A meal is integral to the event and the recruiter is required to participate because of his or her assigned duty.
  - b. Attendance during meal time is required to fully participate in the function.
  - c. The recruiter is not free to take the meal elsewhere without being absent from the event's essential purpose.
7. Reimbursement is not authorized for:
  - a. Expenses covered or prohibited by other Service regulations or elsewhere in the JTR.
  - b. Meals purchased for personal consumption.
8. Service regulations may authorize a funds advance.

#### **020606. Recruiter-Related Parking Expenses**

A. Eligibility. A DoD Service member or a civilian employee who incurs parking expenses while on official duty is eligible for reimbursement when assigned to the following types of duty:

1. Serving as a recruiter for the Armed Forces.
2. Assigned to an Armed Forces military entrance processing facility.
3. Detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located.

B. Allowances. The traveler is authorized reimbursement for the portion of the monthly parking expenses that exceeds \$25. This reimbursement is limited to \$200 in any month.

1. The reimbursement covers all expenses for parking a POV at the PDS work site or TDY location.
2. The statutory authority for reimbursement of parking expenses does not include any parking that is contracted in advance.



## CHAPTER 3: TDY TRAVEL

### PART A: BUSINESS TRAVEL

#### 0301 Routine Temporary Duty (TDY)

##### 030101. Common Business Travel

A. Eligibility. A Service member or civilian employee may be eligible for travel allowances on a routine TDY when:

1. Performing operational or managerial activities, such as site visits, inspections, or investigations to oversee program activities or grant operations, or to manage activities for internal control; carrying out an audit, inspection, or repair.
2. Providing technical assistance.
3. Attending meetings to discuss general agency operations or topics of general interest, or to review status reports.
4. Acting as an attendant to a traveler with a special need or disability when the appropriate authority determines that the traveler is incapable of traveling alone on official business ([56 Comp. Gen. 661 \(1977\)](#)).
5. The Component head or designee determines that circumstances justify sending an official representative to a funeral.
6. The Component head or designee determines that circumstances justify sending an official representative to a change-of-command ceremony.

B. Allowances. A traveler on routine TDY ordinarily receives the transportation and per diem allowances specified in Chapter 2. However, depending on the reason for travel, who travels, and other circumstances, other computation rules may apply and impact the amount that a traveler is reimbursed. The AO must verify that the traveler does not meet the conditions addressed elsewhere in Chapter 3.

##### 030102. TDY Before Reporting to the First Permanent Duty Station (PDS)

If a new civilian employee or appointee is required to perform TDY before reporting to the first PDS, then he or she is authorized the standard travel and transportation allowances specified in Chapter 2.

#### 0302 Conferences (Not for Training)

Refer to Section 0321, "Conferences for Training," for allowances available to a traveler who attends a conference for training purposes.

##### 030201. Conference Attendance and Participation

A. Eligibility. A traveler may be authorized to attend a conference or meeting that contributes to

improved conduct, supervision, or management of a Uniformed Service's or Department of Defense (DoD) Component's functions and activities ([5 U.S.C. § 4110](#) and [37 U.S.C. § 455](#)). Participation and attendance may also be authorized to maintain and improve professional competency if funds are available and work responsibilities permit. Attendance at technical, scientific, professional, or similar meetings, as well as private membership in non-Federal societies and organizations, may also be authorized ([38 Comp. Gen. 800 \(1959\)](#)).

1. Government-Sponsored Conferences. Attendance at Government expense may be authorized when the traveler's attendance at a conference is required or related to executing official duties, for conducting Government business. This includes:

- a. Conferences sponsored or co-sponsored by a Federal Agency.
- b. Conferences of state or municipal government organizations, or of international agencies in which the Federal Government is officially participating.
- c. Conferences of a group of individuals representing private interests, but convened for one of the purposes referenced above.

2. Conferences not Sponsored by Government. Conference attendance at non-Federal technical, scientific, professional, and comparable private-membership organizations may be authorized, subject to Service or DoD Component regulations and in accordance with [DoD 5500.7-R](#), "Joint Ethics Regulation (JER)," which specifies the regulations on acceptance of payment from a non-Federal source for travel expenses.

- a. A Service member or a civilian employee may attend conferences at Government expense to further Service or DoD Component programs; present scientific and technical papers that advance the development of U.S. resources; and maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
- b. An appropriate security officer at the traveler's activity should examine the security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations. Service members and civilian employees who attend such meetings must be briefed about security implications, when necessary, before attendance.

**B. Allowances.**

1. Conference registration fees authorized in the travel authorization or approved on a travel claim voucher are reimbursable. The travel authorization should state:

- a. Whether or not the conference registration fee includes charges for meals and, if so, the number of meals and the dates furnished. The proportional meal rate (PMR) applies on any day that the cost for one or two meals is included in the conference registration fee (see Chapter 2).
- b. When the conference registration fee includes lodging without charge and, if so, the number of lodgings and the dates furnished. Only the appropriate and applicable PMR or TDY locality meal rate and incidental expenses (M&IE) rate is paid. If all three meals are provided, then the traveler receives the incidental expenses portion of per diem only.

2. Identify the cost of each meal, whether included in a conference registration fee or

contracted separately, at a Service- or DoD Component-sponsored conference or meeting. The total amount paid by the Government for meals, limited to the locality meal rate prescribed for the TDY location if travel is involved, or the meeting location when travel is not involved, unless actual expense allowance (AEA) reimbursement for the meals is authorized or approved by the AO. When travel is involved, the maximum contracted amount for one or two meals is limited to the difference between the locality meal rate and the PMR.

C. Reimbursement.

1. The conference registration fee may be reimbursed when attendance is authorized for a conference in the local area that is not held at the PDS and does not involve travel or per diem, and for which a travel authorization is not issued.

2. Charges or fees for light refreshments or snacks are reimbursable *only* when included as part of the conference registration fee. However, when the only purpose for a registration fee is to provide light snacks or refreshments, it is not reimbursable.

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**Note:** Conference registration fees, meals, lodging, travel, or other expenses required for conferences or training at the PDS cannot be paid as travel allowances per [37 U.S.C. §474](#). Authority to pay related training costs at the PDS is in [10 U.S.C. §2013](#); [5 U.S.C. §4109](#); [42 U.S.C. §218a](#); and [14 U.S.C. §469](#).

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3. Entertainment expenses for social events, such as ice breakers, and other personal expenses not directly required by official duties are not reimbursable.

D. Funds Advance. Advance payment of discounted conference registration fees (Federal Travel Regulation ([FTR §301-74.25](#)) is a common practice when conference planners offer discounted “early bird” registration fees, which are available in the months before the conference begins. If an individually billed [Government Travel Charge Card](#) (GTCC) is used to take advantage of such specials, a traveler should receive a verbal or written authorization to register early and charge the conference registration fee to the GTCC. A written authorization to attend the conference is required to claim reimbursement for the discounted conference registration fee as soon. When the authority to register early is verbal, the written authorization must reference the verbal authority for the early conference registration. This does not prevent other payment methods for advance conference registration fees, such as a Government Purchase Card.

E. Traveler is Unable to Attend an Event for which Reimbursement Was Made (adopted from [FTR §301-74.26](#)). When a traveler cannot attend an event for which a discounted conference registration fee was paid and then is reimbursed before the event, the traveler must seek a refund of the fee and repay the Government for the advance with any refund received.

1. If no refund is made, then the Service or DoD Component concerned must absorb the advanced payment cost as a preparatory travel expense if the traveler’s failure to attend the event was caused either by a decision of the Service or DoD Component concerned or for a reason beyond the traveler’s control that is acceptable to the Service or DoD Component concerned, such as an unforeseen illness or emergency.

2. If no refund is made, and the traveler’s failure to attend the scheduled event is due to a reason unacceptable to the Service or DoD Component concerned, the traveler must repay the amount advanced.

## 0303 Reserve Component (RC) Travel (Other Than Training)

“Reserve Component” (RC) refers to the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Army National Guard of the United States, the Air Force Reserve, the Air National Guard of the United States, the Coast Guard Reserve, and the Reserve Corps of the Public Health Service ([37 U.S.C. §101](#)).

### 030301. RC Member Performing Active Duty with Pay Who Commutes

A. Eligibility. An RC member on an official order who travels daily between the duty location and either the primary residence or place from which entered (or called) to active duty (PLEAD) may be eligible for travel allowances (see par. 032301).

B. Allowances. The allowances for an RC member who commutes are specified in Table 3-1. In such circumstances, the commuting RC member may begin travel from a location other than the primary residence.

<b>Table 3-1. RC Member Commutes</b>	
<b>If...</b>	<b>Then...</b>
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or town, regardless of the commuting area,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However, the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following:
the AO or installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206, “Travel in and around the PDS,” and the duty involved permits commuting,	<ul style="list-style-type: none"> <li>● Primary residence.</li> <li>● Place of assigned unit.</li> <li>● Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.</li> </ul>
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance as established in accordance with Section 0206, “Travel in and around the PDS,” the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member’s commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
the commuter travels locally at the active-duty location,	see Chapter 2 for local travel.

### 030302. RC Member Performing Active Duty with Pay Who Does Not Commute

A. Eligibility. An RC member on official orders who does not commute daily, but travels between the duty location and the primary residence or PLEAD, which are outside the local area of the duty location, may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances.

1. 180 or Fewer Days at Any One Location (with No Break in Service)

The standard travel and transportation allowances specified in Chapter 2 for TDY are payable.

a. If the RC member begins travel from a PLEAD other than the primary residence, then transportation allowances are authorized from the PLEAD to the duty location, and return to the PLEAD or primary residence. However, the reimbursement is limited to what it would have cost for transportation had the traveler only traveled between the RC member's primary residence and duty location.

b. When the original duty period is extended due to unforeseen circumstances, standard travel and transportation allowances continue for the entire period as long as the days remaining on the existing order, plus the number of days added by the extension, total 180 or fewer days.

2. 181 or More Days at Any One Location (with No Break in Service) When the RC Member Does Not Commute

a. An assignment that lasts for 181 or more days at one location becomes a PCS (see Chapter 5). Per diem is not payable at the PCS location.

b. When an original order is amended to extend the TDY to 181 or more days, the TDY location becomes a PDS. Travel and transportation allowances are not payable beginning from the day of the amended order.

c. The standard travel and transportation allowances specified in Chapter 2 may be authorized when the Secretarial Process determines that the call to active duty or an extension is required by any of the following:

- (1) Unusual circumstances.
- (2) Emergency circumstances.
- (3) Contingency operations.
- (4) Exigencies of the Service concerned.

C. Muster Duty. A Service member on Muster Duty earns pay for the assignment, but is not authorized travel and transportation allowances (see the [DoDFMR, Vol. 7A, par. 580205.A](#)).

### 030303. RC Member Performing Active Duty without Pay

A. Eligibility. An RC member who is not a dual-status military technician and is performing

active duty without pay for any reason other than training may be eligible for travel allowances.

B. Allowances. An RC member performing active duty without pay may be authorized or approved reimbursement for:

1. Mileage at the authorized automobile or motorcycle mileage rate for travel to and from the duty station, including travel required in connection with a qualifying physical examination or conditions precedent to the duty involved.

2. Occasional meals or occasional lodging (see par. 020305).

C. Reimbursement. Travelers are not authorized per diem and AEA at the PDS ([44 Comp. Gen. 615 \(1965\)](#); [46 Comp. Gen. 319 \(1966\)](#)).

#### **030304. Dual-Status Military Technician Performing Active Duty without Pay**

A. Eligibility. A dual-status military technician ([10 U.S.C. §10216](#)) on leave from technical employment and performing active duty without pay ([5 U.S.C. §6323\(d\)](#)) outside the United States may be eligible for travel allowances (see pars. 032301 and 032302).

B. Allowances. A dual-status military technician can be authorized per diem through the Secretarial Process.

### **0304 Retired Service Member Recalled to Active Duty**

This section does not apply to a Service member traveling in connection with a periodic physical examination (see Chapter 3, Part D).

#### **030401. Retired Service Member Called or Ordered to Active Duty (with or without Pay)**

A. Eligibility. A retired Service member receiving retainer pay who is called or ordered to active duty, on the Temporary Disability Retired List, in the Fleet Reserve, or in the Fleet Marine Corps Reserve is eligible for travel allowances.

B. Allowances. An eligible retired Service member is authorized the same travel and transportation allowances that an RC member on active duty with pay would receive (see Chapter 2).

### **0305 Invitation to Travel**

Invitational travel authorizations (ITA), see Appendix A1, should be issued judiciously to ensure prudent use of Government funds. A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication are insufficient to accomplish travel objectives. A sample ITA is contained in Appendix X.

#### **030501. Invitational Travel Allowances**

A. Eligibility. A traveler on invitational travel must be serving without compensation or for \$1 a year, or be a volunteer covered by [10 U.S.C. §1588](#). The person cannot be employed by the Government

or employed by the Government as an expert or consultant more than intermittently, paid on a daily basis when actually employed under [5 U.S.C. §5703](#), nor be a contractor's employee traveling in the performance of the contract (see Appendix X). An AO may authorize invitational travel using an ITA when:

1. It is in the DoD Component's interest to invite a college or university official or a representative of industry to observe the work performed by, or the operations of, an activity.
2. An individual is requested to lecture, instruct, or give a demonstration at an activity held in connection with a DoD operation or program.
3. An individual, alone or as part of a group, confers on an official DoD matter with DoD officials and performs a direct service, such as providing advice or guidance to DoD. An ITA is not authorized for an individual merely to attend a meeting or conference, even if hosted by a DoD Component on a matter related to the Component's official business ([55 Comp. Gen. 750 \(1976\)](#)).
4. An individual is a sponsor, or is in a similar official capacity, or participates in a ceremony directly related to a DoD Component's interest.

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**Note:** Simple attendance at a ceremony does not allow travel under an ITA except as provided for funeral travel (see Section 0320, "Travel in the Event of Death").

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5. An individual is serving without compensation on a Board of Visitors as provided for in DoD governing regulations consistent with statutory authority.
6. An individual performs a direct service for the Government, consistent with [10 U.S.C. §1588](#); ([5 U.S.C. §5701\(2\)](#); [5 U.S.C. §5703](#); App A1; [55 Comp. Gen. 750 \(1976\)](#)).
7. An auxiliary chaplain is intermittently employed by the Government to provide religious services or emergency ministrations.
8. An individual who is not a Service member or civilian employee and travels as an attendant or escort.
9. Travel is by an individual who serves as an organ donor for a Service member when the donation is authorized under Service regulations.
10. A spouse is authorized to travel.
  - a. A spouse of a Service member or civilian employee is traveling for a representational purpose that is not mission essential. The spouse's invitational travel must meet all of the following applicable conditions:
    - (1) The AO determines that a spouse may travel with the sponsor, at Government expense, when the spouse's presence would further the interests of the DoD, the Military Service, or the Command when the spouse travels to:
      - (a) Attend a function in which the DoD sponsor is participating in an official capacity and in which the spouse is to address those assembled or otherwise play an active role and visible part.

(b) Attend a function—with or without the DoD sponsor—attended by spouses of community leaders, government officials, foreign dignitaries, or foreign military officers with whom the sponsor is meeting in an official capacity.

(c) Attend a function—with or without the DoD sponsor—where a substantial number of those present are military families or where the focus is on matters of particular concern to military families.

(2) Travel is allowed on a mission noninterference basis.

b. The spouse of a Service member or civilian employee is traveling for unquestionably mission essential reasons and there is a benefit for DoD beyond fulfilling a representational role. Individuals on invitational travel for this reason are authorized the standard travel and transportation allowances specified in Chapter 2 for DoD civilian employees.

c. On a case-by-case basis, Code 2 civilians, four-star General Officers or Flag Officers, and certain three-star General Officers or Flag Officers serving outside the continental United States (OCONUS) or as a Combatant Commander (CCDR), as specified in [DoD Directive \(DoDD\) 4500.56](#), “DoD Policy on the Use of Government Aircraft and Air Travel,” may authorize or approve transportation, per diem, or other expense allowances for their spouses. Spousal travel when authorized or approved must adhere to the criteria in DoDD 4500.56, “DoD Policy on the Use of Government Aircraft and Air Travel” and [DoD Instruction 4515.13, “Air Transportation Eligibility.”](#) This authority does not constitute blanket approval authority.

d. The AO for all other spousal travel under item 030501.A10 is one of the following:

(1) Office of the Secretary of Defense Executive Secretary for Special Airlift Missions and Operational Support Airlifts for requests from the Office of the Secretary of Defense, the DoD Agencies, and outside the DoD.

(2) Chairman of the Joint Chiefs of Staff, or designee, for requests from the Joint Staff.

(3) CCDR or designees for requests from a Service member and a civilian employee within the command. Joint or dual-hatted personnel traveling on behalf of the joint command must obtain approval through the joint command approval authority and not through the individual’s Service channels. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials. Major Commands are those ordinarily commanded by four-star General Officers or Flag Officers.

(4) Secretary of a Military Department, or designees, for requests from a staff member.

(5) Service Chief or designees for requests from a Service member or civilian employee within the Service. This authority may be further delegated in writing, but may not be delegated below the Major Command Chief of Staff or equivalent level for travel requests from DoD senior officials.

B. Allowances.

1. Unless otherwise stated below, individuals on invitational travel are authorized the standard travel and transportation allowances specified in Chapter 2 for civilian employees, except as identified in par. 030501-A. An ITA provides for travel and transportation of an individual from the place of business or traveler's home to the place at which that individual's services are required, and return to the origin.

2. For spousal travel under par. 030501.A10, the allowance is for Government-funded transportation only.

a. The travel authorization must include the following statement: *"This travel authorization authorizes the spouse to accompany the sponsor to attend an official function. It does not authorize per diem or other expense allowances for the spouse. If the spouse does not desire to bear the expenses ordinarily reimbursed through per diem or other expense allowances, this travel authorization is canceled."*

b. Approval authorities must maintain records of all approved requests for spousal travel that, at a minimum, detail all of the following:

(1) The spouse's name.

(2) Dates and purpose of travel.

(3) Any other information that supports justification of the approval.

c. Authorization or approval of spousal travel for official purposes requires the exercise of good judgment in application. AOs must be mindful of the need to withstand public scrutiny and avoid the appearance that spousal travel is being abused.

C. Restrictions. Invitational travel must not be authorized for:

1. A non-appropriated fund official or civilian employee traveling on non-appropriated fund business.

2. Transportation of the dependent of an individual traveling on an ITA.

3. Transportation of household goods (HHG), including freight and parcel post mail, or other property of an individual traveling on an ITA.

4. A Service member or civilian employee unless the individual is:

a. Retired. This may include retired military personnel from foreign countries.

b. Authorized pre-employment interview travel under Section 0306 and the Service member or civilian employee is in a leave status during such travel ([B-219046, September 29, 1986](#)).

c. Traveling as a non-medical attendant and included on an ITA issued to a patient.

5. Contractors (see Appendix X).

6. Foreign military personnel.

### **030502. Consultants and Experts**

#### **A. Eligibility.**

1. A consultant or expert who is in an employment status with or without compensation is eligible for travel expenses and allowances while traveling on an ITA ([5 U.S.C. §5703](#)).

2. A consultant or expert who is employed for 130 days or less of full-time Government service, performed in any continuous 365-day period are eligible for travel expenses and allowances.

**B. Allowances.** Consultants or experts may receive the following allowances when the AO determines it is in the Government's best interest:

1. Transportation expenses, per diem, and, when appropriate, TDY mileage allowance for a privately owned vehicle (POV), as specified in Chapter 2, used for official travel between the traveler's home or place of business and the place of TDY outside of that area.

2. Transportation expenses for local travel—when all official travel is located in the same metropolitan or geographic area—between the traveler's home or place of business and the place of TDY.

3. Travel expenses for recurring round-trip travel between the traveler's home or place of business and the place of TDY when it adheres to par. 020203.

4. Per diem allowances as specified in Chapter 2 while on a TDY away from the area in which the traveler's home or place of business is located.

5. AEA when justified as outlined in Chapter 2, except for consultants and experts employed under [50 U.S.C. App. 2061](#).

**C. Employment Not Intermittent.** When Government service is not intermittent, no authority exists for per diem or AEA at the regular PDS ([B-123282, August 12, 1955, 35 Comp. Gen. 90 \(1955\)](#) and [B-128160, November 1, 1956, 36 Comp. Gen. 351 \(1956\)](#)). However, per diem may be authorized in connection with another TDY at a place of duty away from the regular duty location.

### **0306 Pre-Employment Interview with DoD for Civilian Employment**

**A. Eligibility.** An interviewee is an individual who a DoD Component is considering for civilian employment.

**B. Allowances.** When pre-employment interview allowances are offered, they are the same as the standard travel and transportation allowances specified in Chapter 2 to a civilian employee.

1. Individuals who are neither in the military nor employed by the Government travel on an ITA for a pre-employment interview.

2. A Service member on leave travels on an ITA for pre-employment interview travel.
3. A civilian employee on leave from his or her DoD employment travels on an ITA for pre-employment interview travel.

C. Reimbursement.

1. Each DoD Component must establish qualification criteria for determining which applicants receive payment for pre-employment interview travel expenses. Guidance in creating qualification criteria is in [5 CFR Part 572](#).
2. A DoD Component may pay all or part of pre-employment travel expenses to or on behalf of the interviewee. When electing to pay only per diem or only transportation costs, the DoD Component must pay the full amount for the selected expenses as authorized for a civilian employee. The DoD Component must reimburse the interviewee for the offered and allowable travel expenses upon submission and approval of a travel voucher except for a separate room not used for the traveler's lodging, such as a meeting room.

D. DoD Component Responsibilities. A DoD Component must adhere to the general travel authorization policies and practices in the JTR. Pre-employment interview travel may be authorized only on a trip-by-trip basis. A limited or unlimited open travel authorization must not be used for pre-employment interview travel. See Section 0305.

1. A DoD Component must communicate DoD travel rules and procedures to the interviewee and should ensure that the interviewee understands how travel reimbursements are calculated. The DoD Component provides the interviewee with written instructions when a travel authorization is issued explaining the administrative procedures for controlling and accounting for passenger transportation documents.
2. A DoD Component must not authorize reimbursement for pre-employment interview travel expenses to help defray permanent change of station (PCS) expenses that are not allowable for a new appointee under par. 5558-E. For example, a DoD Component may not pay pre-employment travel expenses under this Section so that an interviewee or new appointee may look for a house at the prospective first PDS.
3. Components must use a Government-procured transportation document or a centrally billed [GTCC](#) to pay for interviewee transportation by air, bus, or rail that are not local public transit systems.
4. Each DoD Component must prescribe administrative procedures for an interviewee to follow in submitting a travel voucher that are consistent with the [DoDFMR, Vol. 9](#). DoD Components should assist an interviewee in preparing and submitting his or her travel voucher.
5. The DoD Component must advise the interviewee to keep a record of expenditures chargeable to the Government, including retaining all receipts, until reimbursement claims are settled.

E. Interviewee Responsibilities. The interviewee is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

1. Transportation tickets should be provided by the interviewing DoD Component. The

interviewing DoD Component may authorize the interviewee to obtain tickets directly from a Travel Management Company (TMC) under contract to the Government.

2. An interviewee must use the City Pair Program fares and is bound by the rules in Chapter 2.
  3. The interviewee is responsible for, and accountable for, all transportation tickets and Government-procured transportation documents issued until they are used for pre-employment interview travel or are otherwise accounted for properly. A statement to this effect must be incorporated on the travel authorization, or issued as a “Notice to Traveler” and attached to the ticket or transportation document when issued to the interviewee. This statement must also inform the interviewee that he or she is financially responsible for the value of the tickets issued if the interview trip is canceled or rescheduled after tickets or Government-procured transportation documents are issued.
  4. If the interviewee exchanges a ticket for one of lesser value, then the carrier should issue a receipt or a ticket-refund application. The carrier is required to make a refund directly to the appropriate DoD Component billing office. The DoD Component must provide the interviewee with a “bill charge to” address for the carrier to use in sending a refund by attaching a copy of the transportation document, or some other document containing this information, to the ticket or travel authorization ([41 CFR §101-41.210-1](#)).
- F. Funds Advance. The interviewee cannot be issued a travel advance. The interviewee cannot use a [GTCC](#) issued to a civilian employee or travelers cheques issued by a Government contractor to pay for pre-employment interview travel.

## **0307 Justice and Criminal Matters**

### **030701. Service Member or Civilian Employee Who Serves as a Witness**

- A. Eligibility. The presiding hearing officer determines if travel is necessary when a witness’s testimony is substantial, material, and necessary for proper case disposition and an affidavit cannot adequately accomplish the same objective.
- B. Allowances. See Table 3-2.
- C. Reimbursement. Expenses paid by the court, authority, or party causing the civilian employee to be called as a witness for a non-Government entity must be deducted from the travel authorization.

<b>Table 3-2. Witness Travel</b>				
<b>Active-Duty Service Members</b>				
	<b>Witness for the United States (other than as a defendant)</b>		<b>Witness on behalf of the United States for local, state, territory, or District of Columbia governments in a criminal or civil case in which the Service has a strong, compelling, and genuine interest and is directly related to a Service or Service member</b>	<b>Witness subpoenaed for a Congressional committee, a private individual, or a corporation</b>
	<b>in a case not involving a Service</b>	<b>in a case involving a Service</b>		
<b>Allowance</b>	Only those prescribed by the U.S. Attorney General.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.	No allowance.
<b>Payment contact</b>	Department of Justice (DoJ).	AO.	AO.	The individual or agency requesting testimony.
<b>Civilian Employee</b>				
	<b>Witness for the United States in a case involving his or her employing activity</b>	<b>Witness in a case not involving his or her employing activity</b>	<b>Witness in an official capacity for a non-Government entity</b>	
<b>Allowance</b>	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.	
<b>Payment contact</b>	AO. (The employing Agency pays for travel.)	Contact the Agency paying for travel. (The responsible Agency pays travel expenses.)	AO. (The employing Agency pays for travel.)	

### 030702. Witness Is Not Employed by the Government

A. Military Court Martial. A person other than a Service member or civilian employee, who is called as a witness before a military court martial, is issued an ITA and authorized travel and transportation allowances under Service administrative regulations. This does not include a witness who testifies at a pretrial hearing conducted under Article 32, Uniform Code of Military Justice ([10 U.S.C. §832](#)).

B. Adverse Action Case Involving Service Member or Civilian Employee. The presiding hearing officer must determine that the witness's testimony is substantial, material, and necessary for proper case disposition and that an affidavit from the desired witness cannot adequately accomplish the same objective. A witness not employed by the Government who is called to testify in administrative proceedings on behalf of the Government is issued an ITA and authorized the same standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

C. Federal Administrative Hearing. When a complainant who is no longer a Government employee serves as a witness in an administrative hearing related to his or her Federal employment, he or

she is issued an ITA and is eligible for the same standard travel and transportation allowances as a civilian employee in Chapter 2 if retroactively reinstated to Federal service. The hearing must be within Federal employment regulations it would be unreasonable to require the complainant to appear at personal expense ([B-180469, February 28, 1974](#)).

**030703. Juror Travel**

A civilian employee who serves as a juror does not receive travel and transportation allowances through the policies in this regulation and is not issued a TDY order.

**030704. Travel Associated with Sexual Assault**

A. Eligibility. A Service member who is a sexual assault victim traveling to testify or participate in a court martial, hearing, pre-trial interview, or other hearing or panel, including Congressional, in connection with the sexual assault is eligible for travel allowances ([DoDD 6495.01](#), “Sexual Assault Prevention and Response (SAPR) Program,”).

B. Allowances. A traveler is authorized the standard travel and transportation allowances specified in Chapter 2. Ordinarily, the appropriate office for issuing subpoenas or other requirements to appear for the event requiring the victim to testify or participate will fund and authorize the travel for the victim. The sexual assault victim’s commanding officer or AO may authorize or approve an escort to accompany the sexual assault victim on the trip, or a medical authority may authorize an attendant when required. If the sexual assault victim is not a Service member or civilian employee, then the Service or Agency determines which AO authorizes or approves an attendant or escort.

C. Attendant or Escort. Table 3-3 provides the allowances for an attendant or escort to travel.

<b>Table 3-3. Attendant or Escort Allowances for a Sexual Assault Victim</b>	
<b>If the Attendant or Escort is...</b>	<b>Then the Allowances are...</b>
a Service member or a civilian employee,	the same travel and transportation allowances specified in Chapter 2.
a non-DoD Government civilian employee when the Agency funding the travel is not a DoD Agency,	the TDY travel and transportation allowances in accordance with the regulations issued by the Agency funding the travel.
a non-DoD Government civilian employee when the Agency funding the travel is a DoD Agency, a non-Government civilian traveling on an ITA,	the same travel and transportation allowances specified in Chapter 2 as a civilian employee on a TDY.

**030705. Threatened Civilian Law Enforcement Officer**

A. Eligibility. A civilian law enforcement officer, an investigator, and his or her immediate family may be eligible for travel allowances as specified in [FTR § 301-31](#) when their lives are in jeopardy because of the civilian employee’s assigned duties.

B. Allowances. The DoD Component may authorize or approve transportation and certain subsistence expenses as specified in [FTR § 301-31](#).

C. DoD Component Responsibilities.

1. The DoD Component head can delegate the authority to authorize or approve payment of

transportation expenses and an allowable subsistence in this section. Re-delegated authority must stay at the highest level practicable to ensure proper review of the circumstances that may necessitate protective action, including moving an eligible individual from home.

2. The DoD Component must establish specific administrative procedures for issuing travel authorizations and for payment of claims arising from threats to civilian law enforcement officers.

**D. DoD Risk Evaluation Process.**

1. When a situation occurs that appears to be life-threatening, the DoD Component must:
  - a. Take appropriate action necessary to protect the eligible individuals, including removal from their homes.
  - b. Immediately inform the DoJ Criminal Division of the threat, in accordance with DoJ regulations.
  - c. Provide the DoJ with the name of each person involved and other pertinent details that may help the Agency determine the degree and seriousness of the threat.
  - d. Be advised by the DoJ, within 7 days, of the seriousness of the threat and recommend a course of action. Subsistence payments may begin as soon as the DoD Component invokes the provisions of par. 030705. If the threatened individual is directed to move into temporary accommodations during the DoJ's initial 7-day evaluation period, subsistence payments for this period may be allowed, even if the DoJ determines that the threat is not serious or no longer exists and the DoD Component returns the individual to their home.
  - e. Update the DoJ, at 30-day intervals, of the situation for reevaluation and recommendation, to determine if an extension is necessary.

2. The DoD Component is responsible for deciding each individual case. The decision is based upon an assessment of the situation and the DoJ's advice as to whether or not protective action should be initiated or continued and the amount of subsistence and transportation expenses that should be authorized or approved. When necessary specifically for security reasons, a civilian employee may be authorized or approved to deviate from the approved mode of transportation and the route taken to or from a location away from the civilian employee's PDS.

3. The DoD Component must determine how long allowances continue based on the specific nature and potential duration of the life-threatening situation and the alternative costs of a PCS. If temporary accommodations are expected to exceed 120 days, the DoD Component should permanently relocate the civilian employee if a PCS is advantageous. The DoD Component must consider the specific nature of the threat and the continued disruption of the family, as well as the PCS costs.

**030706. Travel for Disciplinary Action**

A. Eligibility. A Service member ordered to travel for disciplinary action is not in a travel status to perform official business, but is still eligible for limited travel allowances.

B. Allowances. A Service member receives limited allowances. The Service is responsible for scheduling and arranging the travel and transportation at Government expense for its Service member for

disciplinary action. Per diem is not authorized.

1. Transportation. A Service member should use a Government vehicle, if available, or the AO will direct Government-procured transportation. However, if Government-procured transportation is not available, then Service member is reimbursed for the actual cost of personally procured common carrier transportation for the transportation mode used or, if choosing to instead use a POV, is authorized mileage reimbursement at the Other Mileage Rate (see Table 2-7) for the official distance and reimbursement for parking fees and highway, bridge, and tunnel tolls. Reimbursement is not limited to the cost of the directed transportation mode and a cost comparison is not required.

2. Lodging. If barracks are not available at no cost, then the Service member should use visiting transient quarters and be reimbursed the Government quarters service charge. If the office responsible for scheduling and arranging the disciplinary travel cannot arrange Government quarters, then the Service member may be reimbursed actual lodging cost up to the locality lodging rate if non-availability is documented as specified in Chapter 2.

3. Meals. The AO must direct the Service member to use meal tickets, if available. If meal tickets are not available, then a Service member who buys meals during actual travel is reimbursed for meal costs, limited to the maximum rate allowed per meal.

### **030707. Prisoner on Commandant's Parole**

A prisoner on "Commandant's Parole" must remain under the supervision of the Commandant of a U.S. disciplinary barracks. This conditional release from confinement must be authorized by the Secretary concerned and is exercised when the Service member has not started serving the court martial sentence because appellate review of the case is not complete.

A. Eligibility. A prisoner released on Commandant's Parole is eligible for travel allowances.

B. Allowances.

1. Meals and Transportation. The Service member is furnished meal tickets in addition to transportation in-kind to the home of record or other authorized destination. Transportation expenses are not reimbursed.

2. Subsequent Travel. If transportation in-kind and meal tickets cannot be provided for any of the following purposes, then reimbursement is authorized in accordance with the limitations specified in Chapter 2 for actual transportation costs and occasional meals as specified in Chapter 2. The Service member is furnished transportation in-kind and meal tickets, if practical and appropriate, for travel *from* the home of record or other authorized destination to the location concerned, and for return travel if it is required for official travel for:

- a. A rehearing ordered when the Service member is not already in a travel status.
- b. Hospitalization.
- c. A physical examination.
- d. Discharge.

- e. Other purposes incident to the parole.

### **030708. Guards Transporting a Prisoner**

A. Eligibility. A prisoner of the United States and the guards assigned to move him or her from the place of initial confinement to a U.S. installation are eligible for travel allowances.

B. Allowances.

1. Transportation. When a prisoner is moved on public transportation, the Service member in charge should obtain Government-procured transportation for all Service members and the prisoner named in the travel authorization. Transportation in-kind and accommodations for prisoner and guards, including enclosed room accommodations, when required, should be in accordance with Service regulations.

2. Meals. If cooked meals or box lunches are not provided, then the Service member in charge of the movement must secure meal tickets for the prisoner in sufficient quantity to cover the travel involved.

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**Note:** Guards transporting a prisoner receive the standard travel and transportation allowances specified in Chapter 2.

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C. Reimbursement. Guards may be reimbursed for expenses incurred on behalf of the prisoner during initial travel between the place of initial confinement and a U.S. installation. Military guards are authorized reimbursement for transportation, lodging, and meals purchased on behalf of a prisoner who made no prior arrangements and lacks funds to purchase necessary items. Transportation reimbursement is authorized for the actual amount of personal funds the guard spent on behalf of the prisoner. Total reimbursement for meals and lodging must not exceed per diem or the actual expense allowances for a Service member on TDY (see Chapter 2).

D. Documentation. Guards are responsible for maintaining control of all travel and transportation documents, including tickets, for themselves and the prisoner and cannot surrender them to the prisoner for any reason. The documents must be in the name of the Service member responsible for guarding the prisoner. That Service member in charge must sign the papers when a signature is proper.

### **030709. Paroled Prisoner**

A. Eligibility. A Service member paroled from confinement is authorized transportation allowances.

B. Allowances. The Service member is authorized transportation in-kind to the home of record or to the place authorized for residence. The provisions allowing reimbursement for transportation limited to the directed transportation mode cost, does not apply.

## **0308 Travel Related to Service Academies or Schools**

### **030801. Travel Incident to Nomination and Admission to a Service Academy**

A. Eligibility. An active-duty Service member ordered on TDY to take preliminary, entrance, or

final examinations for admission to a Service academy is eligible for travel allowances.

1. An individual traveling to compete for a Congressional nomination is ineligible for travel allowances.
2. An individual who is not on active duty, including an RC member, in connection with travel performed for examinations preparatory for admission to an academy is ineligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

### **030802. School Board Member Travel**

The Secretary of Defense may provide for reimbursement of expenses incurred if the expenses are reasonable and necessary for a traveler to perform school board duties.

A. Eligibility. A school board member may be eligible for reimbursement of expenses incurred while traveling on official duty on behalf of schools and school boards in accordance with [DoDI 1342.25](#), “School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS).”

B. Expenses and Reimbursement. The traveler may claim actual travel and transportation expenses, and program fees, activity fees, and other appropriate and reasonable expenses. The DoD [Domestic Dependent Elementary and Secondary Schools \(DDESS\)](#) fund all official school board travel and issue the necessary travel authorization. The traveler must follow the rules for standard travel and transportation allowances specified in Chapter 2 and the guidance provided by the Director of the DDESS, which may be more restrictive than the rules specified in Chapter 2.

### **030803. Travel of a Disabled DoD Education Activity (DoDEA) Student with a Disability for Diagnostic and Evaluation Purposes**

A. Eligibility. A student with disabilities identified in [DoDI 1342.25](#), “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” is eligible for travel allowances when medical or educational authorities request a diagnosis or evaluation. Parents or guardians of a dependent student with disabilities are eligible for travel allowances when medical or educational authorities within the DoDEA request under [DoD Manual 1342.12](#) that one or both of them be present to:

1. Participate during an evaluation of the student.
2. Participate during diagnosis of a disability.
3. Escort the student.

B. Allowances. A student, parent, or guardian is authorized the standard travel and transportation allowances specified in Chapter 2 equivalent to those for a civilian employee on TDY.

### 030804. DoDEA Academic Competitions and Co-Curricular Activities

A. Eligibility. A student dependent of either a Service member or civilian employee attending DoDEA schools is eligible for transportation at Government expense to participate in academic competitions and co-curricular activities ([20 U.S.C. §921-20 U.S.C. §932](#)).

B. Responsibilities. The Director, DoDEA, or designee determines appropriate activities for student participation. The responsible DoDEA activity determines the most appropriate transportation method and the DoDEA appropriations to use for a student in support of co-curricular activities.

C. Allowances. A student may only receive a transportation allowance under an ITA. The DoDEA activity determines the transportation method. The DoD Component may authorize an individual related by blood or whose close association with the DoDEA student is equivalent of a family relationship to accompany the DoDEA student. No other travel allowances are authorized.

### 0309 Travel to Receive or Present Award

#### 030901. Receive Federally or Non-Federally Sponsored Honor Award

A. Eligibility. A Service member or civilian employee may be authorized travel allowances to receive an honorary award sponsored by a Federal or non-Federal organization if the award is closely related to the traveler's official duties and the Service or Agency's functions or activities ([55 Comp. Gen. 1332 \(1976\)](#)). When attendance at the meeting or convention at which the award is given was authorized or approved for another reason, no further authorization is required for the traveler to accept the award.

B. Allowances. An award recipient is authorized the standard travel and transportation allowances specified in Chapter 2 when the award recipient and a guest are geographically distant from the ceremony site.

C. Reimbursement. Reimbursement from a private organization for travel and other expenses to receive a non-federally sponsored award are not authorized.

D. Guest. The head of the DoD Component concerned may authorize one guest, chosen by the award recipient, to accompany the traveler receiving an honor award. A guest is a person who is related to an award winner by blood or marriage, or whose close association with the award winner, as viewed by the DoD Component, is the equivalent of a family relationship. A guest who is neither a Service member nor civilian employee is issued an ITA.

E. Attendant. An attendant may be allowed at Government expense if an award winner requires assistance because of a disability (see Chapter 2). An attendant who is neither a Service member nor civilian employee is issued an ITA.

F. Allowances for Guests and Attendants. A guest or attendant is authorized the standard travel and transportation allowances specified in Chapter 2 for TDY, but with the following limitations.

1. En route transportation is for direct travel to and from the ceremony location.
2. Transportation between terminals and hotel, and to and from the ceremony is also authorized.

3. Per diem is allowed for the en route travel and for the day of the ceremony itself.

### **030902. Award Ceremony Related to Presentation**

A. Eligibility. An individual invited to attend an incentive award ceremony as part of the award presentation is eligible for travel allowances and provided an ITA. Travel and transportation allowances to an award presentation for a dependent or relative of an award recipient is prohibited.

B. Allowances. The presenter is authorized the standard travel and transportation allowances specified in Chapter 2 for a civilian employee on TDY.

## **0310 Repatriation of U.S. Civilian Employee**

Repatriation of a U.S. citizen civilian marine employee of the Department of the Army applies to a civilian employee who was left ashore somewhere other than at the PDS or home port, which is sometimes referred to as an “outport,” in the course of employment with no advance arrangements for return to the ship or home port. It includes all actions taken to aid a civilian marine employee, or former marine employee, who is left in an outport. It does not cover ordinary TDY, PCS, or other travel conditions under an agreement.

A. Eligibility. Repatriation does not apply to a local marine employee in an area OCONUS who is employed under a labor contract, or to a civilian marine employee paid under native wage scales. The command concerned repatriates such employees under local law and local prevailing maritime practice. A repatriate is eligible for travel allowances in this section and is designated Class I or II by the repatriating authority, which is ordinarily the Army Port Commander.

1. A Class I repatriate is a civilian marine employee who was left in an outport for reasons other than employee misconduct or negligence. This includes a civilian marine employee put ashore because of any of the following events:

- a. A sudden, unannounced change in the ship’s schedule.
- b. A disability incurred while servicing the ship requires hospitalization or outpatient treatment.
- c. A shipwreck.

2. A Class II repatriate is a civilian marine employee or former civilian marine employee who has been left in an outport because of his or her own negligence, misconduct, or desire to leave employment. This includes a civilian marine employee:

- a. Hospitalized as a result of misconduct.
- b. Who has deserted from the ship.
- c. Detained by police authorities.

B. Allowances.

1. A civilian marine employee designated as a Class I or II repatriate may be furnished

assistance to return to any of the following places:

- a. The ship.
- b. Another Army civil service manned ship.
- c. His or her home port.
- d. A port in the continental United States (CONUS).

2. If a Government civil service-manned ship is unavailable to transport a Class I repatriate, then a travel authorization may be issued for travel and transportation.

3. Transportation ordinarily is provided to a Class II repatriate as an unpaid crew member, also called a “work-away,” of an Army ship. If a Class II repatriate is disabled and cannot perform work as an unpaid crew member, then the traveler is still classified as a work-away for determining travel and transportation allowances. See appropriate personnel directives for Class II repatriates to determine work and duty performance and whether he or she will be subsisted with the crew.

4. Work-Away Transportation and Subsistence

a. Transportation on an Army ship and subsistence in-kind furnished to a work-away are at no cost to the Government.

b. Government funds can only be used for a Class II repatriate’s travel and transportation if the individual is destitute. If destitute, follow appropriate collection procedures to recover all Government funds spent, including deductions from the traveler’s compensation due.

## **0311 Travel While on Duty with Particular Units**

### **031101. Mobile Units**

A. Eligibility. A Service member who is away from the PDS on duty with or under training for any of the following is eligible for travel allowances ([47 Comp. Gen. 173 \(1969\)](#)):

1. The Air Mobility Command.
2. Marine Corps Transport Squadrons.
3. Fleet Logistics Support Squadrons.
4. Naval Aircraft Ferrying Squadrons.

5. Any other unit that the Secretary concerned determines to be performing duties similar to those performed by the above command or squadrons.

B. Allowances. A Service member without a specific travel authorization is authorized the standard travel and transportation allowances specified in Chapter 2. A Service member’s commanding officer or designated representative must approve standard travel and transportation allowances.

## 031102. Service Member Serving on A Ship Constructed, Overhauled, or Inactivated at Other Than the Home Port

A. Eligibility. A Service member with dependents is authorized transportation allowances for the Service member or dependents while on permanent duty aboard a ship being overhauled, inactivated, or constructed. A Service member must be permanently assigned to the ship for 31 or more consecutive days to be eligible for allowances.

B. Allowances. Authorization for the transportation allowances accrues on the 31st day, and every 60th day thereafter. The clock for counting the 31st day and every 60th day thereafter begins on either the day the ship enters the overhaul or inactivation port, *or* the day the Service member is permanently assigned to the ship, whichever occurs later.

### 1. Transportation in Connection with Ship Overhaul or Inactivation

a. If the overhaul or inactivation location:

(1) Is other than the home port, then round-trip transportation is authorized between that location and the home port.

(2) Becomes the home port, then round-trip transportation is authorized between the new and old home port for dependents, instead of PCS allowances, if the dependents do not relocate to the new home port for personal reasons, such as an unavailability of necessary medical care.

b. Dependents must reside within the normal daily commuting area of the original home port.

### 2. Transportation in Connection with Ship Construction

a. If construction is taking place at a location other than the ship's designated future home port or the dependents' residence, then round-trip transportation is authorized between the construction location and the future home port or the dependents' residence.

b. If the dependents reside at the construction location, they are ineligible for transportation allowances.

### 3. Authorized Transportation

A traveler must use Government transportation, if practicable. If a Service member's dependents elect to procure transportation, then the Service member is not authorized transportation. If Government transportation is not practicable, then a traveler is authorized one or a combination of the following (see par. 020203):

- a. Transportation in-kind.
- b. Service member or personally procured transportation.
- c. The TDY automobile mileage rate for the official distance.

C. Reimbursement.

1. Reimbursement for personally procured transportation is in accordance with Section 0202 and par. 5018-C4 or 5082 for transoceanic travel.
2. Mixed-mode transportation reimbursement is in accordance with par. 5016.
3. Reimbursement for personally procured transportation at the automobile mileage rate cannot exceed the policy-constructed airfare (see Appendix A) for the Service member between either of the following:
  - a. The ship overhaul or inactivation location and the original home port.
  - b. The ship construction location and the future home port or location where the dependents reside (see par. 031104).
4. If a dependent travels instead of the Service member, then the family transportation cost is limited to the cost of Government-procured, commercial round-trip transportation for the Service member (see Chapter 2).
5. Per diem, meal tickets, and reimbursement for meals and lodging are not authorized.

D. Accrual of Allowances. After the required 31st day to receive transportation allowances and every 60th day thereafter, an opportunity is available for the Service member or dependent to travel and receive the transportation allowances.

1. A Service member who does not use one or more of the accrued travel opportunities retains all opportunities, but all travel under Section 0311 must begin before the ship departs the construction, overhaul, or inactivation location.
2. Each opportunity may alternate between a Service member's or dependent's travel.

### **031103. Service Members Conducting Aerial Surveys**

The standard travel and transportation allowances specified in Chapter 2 or AEA are authorized for a Service member assigned to complete or assist in aerial surveys of rivers, harbors, or Government projects not pertaining to the Service.

### **031104. Army Corps of Engineers-Related Travel**

A. Eligibility. A Service member or civilian employee on TDY on a floating plant is eligible for travel allowances.

B. Allowances. Eligible travelers may receive:

1. Meals furnished aboard a Corps of Engineers floating plant during TDY when one of the following circumstances occur:
  - a. Meals are furnished at no cost to the traveler, no per diem is authorized.

b. Only one or two meals are provided at no cost to the traveler, the AO must authorize an M&IE rate to cover the cost of meals not provided.

c. No meals are provided, the traveler is paid the standard CONUS M&IE rate regardless of whether the traveler paid for the meal or not. The TDY order must state the circumstances and rate.

2. Lodging cost aboard a Corps of Engineers floating plant during TDY, limited to the standard CONUS lodging rate.

**031105. Crash Firefighter and Operations and Maintenance Technician**

A. Eligibility. The following civilian employees may be eligible for unique air-transportation allowances because of their job requirements:

1. A crash firefighter required to travel by aircraft because it is necessary for his or her duties.
2. An operations and maintenance technician whose duties involve the repair, maintenance, or performance of aircraft or airborne equipment.

B. Allowances. An eligible traveler accepts unique transportation allowances as part of executing the required duties of his or her job.

<b>Table 3-4. Unique Travel for Crash Firefighter or Operations and Maintenance Technician</b>	
<b>Conditions</b>	<b>Mission-Driven Transportation</b>
<ul style="list-style-type: none"> <li>● Travel by aircraft for any distance when required as part of the assignment conditions.</li> <li>● Be aboard an aircraft to make repairs or observe aircraft performance.</li> <li>● Use air travel for expeditious duty performance in different geographical locations.</li> <li>● Be aboard any type of Government aircraft on a scheduled or nonscheduled flight.</li> </ul>	<ul style="list-style-type: none"> <li>● Travel by aircraft for any distance is required with or without the civilian employee’s consent when necessary for mission accomplishment or air is the only transportation mode available.</li> <li>● A civilian employee may be required to travel on scheduled commercial aircraft or on transport-type Government aircraft operated on scheduled or semi-scheduled flights.</li> <li>● A civilian employee’s acceptance of a travel authorization that authorizes air travel constitutes an agreement to the provisions of the particular TDY order.</li> </ul>

C. Air Evacuation Required for Medical Reasons. Travel by appropriate aircraft is required when a medical authority determines it is necessary for a civilian employee’s medical evacuation. Refer to par. 033102 for allowances available to eligible travelers.

**0312 Indeterminate TDY (ITDY)**

**031201. ITDY Determination**

A. Authority. Only Service Headquarters can authorize or approve ITDY.

B. Eligibility. A Service member who receives a TDY order that either does not provide for return to the PDS *or* does not specify or imply a limit to the period of absence from the PDS is eligible for travel allowances ([37 U.S.C. §476\(e\)\(2\)](#)).

C. Allowances. Whether the Service member receives PCS allowances or TDY allowances depends on the travel authorization.

1. If the ITDY order contains instructions to return to the current PDS, but provides no firm duration or length of TDY, then the standard travel and transportation allowances specified in Chapter 2 for TDY apply both en route and while at the ITDY location. In this situation, dependents are not authorized any allowances.

2. If the ITDY is en route PCS or specifies TDY pending further orders and a PDS is not named, then the Service member is paid PCS allowances en route. See Chapter 5 for PCS allowances. The Service member receives the standard travel and transportation allowances specified in Chapter 2 for TDY while at the ITDY location.

3. If authorized or approved through the Secretarial Process, HHG transportation—within the PCS weight allowance—under a travel authorization from the PDS to TDY for an indeterminate period of time, may be made to any combination of:

- a. The TDY location.
- b. Any point in the CONUS.
- c. Another location authorized for dependent travel through the Secretarial Process.
- d. Non-temporary storage under par. 020504.

4. HHG stored or shipped may be transported to the Service member's PDS after TDY.

## **0313 Courier Travel**

### **031301. Accompanying Package or Controlled Pouch**

A. Eligibility. A courier or control officer accompanying a package or controlled pouch for delivery is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized to receive the standard travel and transportation allowances specified in Chapter 2. This includes a potential upgrade in accommodations if the traveler or TMC provides the required documentation specified in Chapter 2 and the upgrade is written in the travel authorization. Upgrades in accommodations may be approved after completing travel if the courier or control officer cannot maintain adequate security of the package or pouch in coach or business class. If the air terminal is the Service member's PDS he or she may not be reimbursed for POV operating expenses to and from the air terminal when performing TDY travel.

## **0314 Repatriation of a Service Member Held Captive**

### **031401. Family Member Travel in Connection with the Repatriation of A**

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## Service Member Held Captive

### A. Eligibility.

1. “Eligible Service Member”. A Service member who is serving on active duty, was held captive (as determined by the Secretary concerned) and is repatriated or returned to a site inside or outside the United States.

2. “Family Members”. The Service member’s spouse, children—including step or adopted, and illegitimate children, the Service member’s siblings, and the Service member’s parents—including fathers and mothers through adoption and persons who have stood in loco parentis to the Service member for no less than 1 year immediately before the Service member entered the Uniformed Service. However, only one father and one mother, or their counterparts, may be recognized in any one case.

3. Family Members and Other Relatives Authorized Travel and Transportation. No more than three individuals in a Service member’s family are eligible for travel and transportation allowances. However, the Service member may select up to two other persons related to him or her if no family members can travel to the repatriation site. Each of the two Designated Individuals receives the same travel and transportation allowances that a family member would receive.

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**Note:** The Secretary concerned may waive the limitation on the number of family members to whom travel and transportation allowances are provided in circumstances that the Secretary determines are appropriate.

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### B. Allowances.

1. Transportation. Round-trip transportation is authorized between the home of the traveler receiving transportation and the repatriation site where the Service member is located using Government transportation. If Government transportation is not provided, then the traveler is authorized:

- a. Transportation in-kind.
- b. Mileage reimbursement at the authorized TDY automobile mileage rate in Chapter 2 for the official distance traveled by a POV.
- c. Reimbursement for the commercial transportation cost, limited to the cost of Government-procured, round-trip air travel.

2. Per Diem. Lodging and per diem based on the Lodgings Plus computation method or AEA as specified in Chapter 2 for the allowable travel time to, from, and while at the repatriation site.

C. Attendant. The Secretary concerned may provide the standard travel and transportation allowances specified in Chapter 2 for an attendant to accompany a family member unable to travel unattended due to age, physical condition or other reason determined by the Secretary concerned if no other family member or other relative selected by the Service member can travel to the repatriation site. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

D. Funds Advance. These funds may be paid in advance.

## 0315 Armed Forces, National, and International Amateur Sports Competition

### 031501. Amateur Athletes Train, Attend, or Compete

A. Eligibility. A Service member may be authorized to train for, attend, or participate in national and international amateur sports competitions—including qualifying or preparatory events ([10 U.S.C. §717](#) and [37 U.S.C. §420](#)).

1. Competing in the Annual National Matches for rifle and pistol shooting is authorized.
2. Competing in the Pan American Games, Olympic Games, and Paralympic Games activities is authorized. The DoD consults with the Secretary of State on all other international sports competitions to determine if participation is in the Nation’s interest. Among those, the [Conseil International du Sport Militaire](#) and the [Interallied Confederation of Reserve Officers](#) are the only international sports competitions that the State Department has pre-approved for participation. Participation in any other international sports competition requires the State Department’s authorization.

B. Allowances. A participant in amateur sports competitions is authorized to receive the standard travel and transportation allowances specified in Chapter 2. A competitor must comply with procedures in [DoDI 1330.04](#), “Armed Forces Participation in National and International Sports Activities,” dated August 31, 2010, and his or her Service regulations to receive travel and transportation allowances. Consult [DoD 5500.7-R](#), “Joint Ethics Regulation,” when considering a non-Federal source to accommodate or pay travel expenses ([COMDTINST 1710.13](#) for U.S. Coast Guard Service members).

## 0316 Observer to United Nations (UN) Peacekeeping Organization

A Service member assigned TDY as an Observer to a UN peacekeeping organization, who receives a UN mission subsistence allowance—the UN’s name for a mission-specific per diem—is also authorized to receive the DoD’s per diem allowances for TDY travel up to a combined total of no more than the State Department’s locality per diem rate. This regulation does not authorize a reduction in the UN mission subsistence allowance. A Service member assigned to a PCS as an Observer to any UN peacekeeping organization may be eligible for station allowances and a housing allowance (see Chapter 5).

## 0317 Labor Organization Representative Travel

### 031701. Labor-Management Meetings

A. Eligibility. A civilian employee who serves as a labor organization representative and travels to attend labor-management meetings that are certified to be in the Government’s primary interest may be eligible for travel allowances.

B. Allowances. A labor organization representative is authorized the standard travel and transportation allowances specified in Chapter 2.

C. Documentation. Each travel authorization for a labor organization representative must include a statement that the labor-management meetings are in the Government’s best interest as well as a brief explanation of the basis for reaching that conclusion. The travel authorization must:

1. Identify what makes it necessary to participate in the activities, such as “joint labor management cooperation committees concerning accident prevention,” “absenteeism reduction,” “improving communications,” “ensuring equal employment opportunity,” or “maintaining employee productivity and morale.”

2. Include the statement: “I certify that the above information is true and correct.”

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**Note:** The Government does not fund travel and transportation for a labor organization representative engaging in activities covered by [5 U.S.C. §7131\(b\)](#), which states that internal labor organization business is conducted only when a civilian employee is in a non-duty status.

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## **0318 Travel with a Dignitary**

The following types of travel with dignitaries may warrant AEA authorization or approval.

### **031801. Dignitary**

A. Eligibility. A Service member or civilian employee traveling with the following dignitaries is eligible for additional travel allowances without further demonstration of unusual or extraordinary requirements.

1. The U.S. President, Vice President, or members of their families.
2. U.S. Congress members not traveling under authority of [31 U.S.C. §1108\(g\)](#).
3. U.S. Cabinet members.
4. Department Secretaries, Deputy Secretaries, Under Secretaries, or Assistant Secretaries.
5. Supreme Court Justices.
6. The Chairman or Vice Chairman of the Joint Chiefs of Staff.
7. The Chief of Staff of the U.S. Army; the Chief of Staff of the U.S. Air Force; the Chief of Naval Operations; the Commandant of the U.S. Marine Corps; the Commandant of the U.S. Coast Guard; the Administrator of the National Oceanic and Atmospheric Administration; the Surgeon General of the U.S. Public Health Service; and the Chief of the National Guard Bureau.
8. U.S. Ambassadors, Ministers, or Consuls to foreign countries.
9. U.S. Delegates to international conferences or meetings.
10. Very important persons, as specified by the U.S. President or Vice President.
11. Candidates for the office of U.S. President or Vice President, or their family members.
12. The President-Elect or Vice President-Elect of the United States.

13. Other U.S. or foreign dignitaries equivalent in rank to any of those mentioned above.

B. Allowances. A traveler is authorized or approved AEA at or below 300 percent of per diem without further justification.

### **031802. Exceptions for Traveling with a Member of Congress**

A. Eligibility. An Armed Forces member or civilian employee accompanying a Member of Congress, congressional staff employee, or funeral support under the authority in [31 U.S.C. §1108\(g\)](#) may be eligible for additional travel allowances. A “congressional staff employee” is an employee of a Member of Congress or an employee of Congress, committee of Congress, or congressional agency.

1. DoD Components should refer to the following DoD regulations for guidance: [DoDD 4515.12](#), “DoD Support for Travel of Members and Employees of Congress,” and [DoDI 4515.19](#), “DoD Support for Congressional Funerals.”

2. Non-DoD Services should consult their Service regulations.

B. Allowances. The Chairman (Leadership) sets the transportation service class, per diem, or AEA rate. A Member of Congress may prescribe travel and transportation allowances consistent with [31 U.S.C. §1108\(g\)](#) that may differ from other policies within this regulation.

C. Reimbursement. An Armed Forces member or civilian employee accompanying a Member of Congress or congressional staff employee on official travel under the authority in [31 U.S.C. §1108\(g\)](#) is authorized reimbursement for travel and transportation expenses. Reimbursement includes:

1. Transportation accommodations cost on the same class of service used by a Member of Congress or congressional staff employees who the Armed Forces member or civilian employee is accompanying.

2. Per diem or AEA, limited to the rate prescribed for the Member of Congress or congressional staff employee, provided that the Secretary of Defense or the Secretary concerned authorized or approved the travel.

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**Note:** Approval codes required on documentation for Congressional travel “other than economy or coach” are “FC” for first class and “BC” for business class.

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## **0319 Family Programs**

### **031901. Chaplain-Led Program Functions**

Each Secretary of the military departments is authorized, per [10 U.S.C. §1789](#), to provide Chaplain-led Programs that assist Service members on active duty, and RC members in an “active status” as defined in [10 USC §10141](#), and their spouses and children, in building and maintaining a strong family structure.

A. Eligibility. A Service member, and his or her spouse and children are authorized to attend a Chaplain-led Program in an official capacity.

B. Allowances.

1. A Service member authorized to attend these functions is issued an official TDY order and authorized to receive the standard travel and transportation allowances specified in Chapter 2. A Service member attending a Chaplain-led Program in an unofficial capacity should consult the organization or agency directing or sponsoring travel to determine the appropriate funds for the event. Travel authorization are not used to document attendance at, or payments related to, an individual participating in a chaplain-led program in an unofficial capacity.

2. The Service member's spouse and children attending a Chaplain-led Program in an official capacity are authorized travel and transportation allowances as specified in the ITA.

### **031902. Yellow Ribbon Reintegration Program Event**

The Yellow Ribbon Reintegration Program ([DoDI 1342.28, "DoD Yellow Ribbon Reintegration Program \(YRRP\),"](#) dated March 30, 2011) prepares Service members and their families for deployment; sustain their families during deployment; and helps reintegrate Service members with their families, communities, and employers upon re-deployment.

A. Eligibility. A Service member may designate, in writing, up to two individuals to attend an event. The Service member may change any or all of the designated individuals at any time. Only two designated individuals may attend each separate trip event. However, the Secretarial Process may authorize or approve more than two designated individuals in circumstances the Service Concerned deems appropriate. The designated individuals should be those whose presence at the event may contribute to the event's purpose.

B. Allowances. **The AO may authorize travel and transportation allowances, in Chapter 2, for a Service member and any designated individuals attending an event in an official capacity . A Service member travels on a TDY order and a designated individual travels on an ITA.**

## **0320 Travel in the Event of Death**

When a DoD traveler dies while on TDY, the commander, commander's designee, or supervisor must follow applicable Departmental regulations to inform the deceased traveler's next of kin, or legal representative, of the allowances available in this situation. When a Service member dies, the designated casualty assistance office must be immediately notified. The DoD Component must render all reasonable assistance in arranging for the preparation and transportation of the traveler's remains, the return of any personal property from the TDY location to the PDS, the finalization of any expenses related to the TDY (for example, checking out of a hotel room, returning a rental car) and assisting any beneficiary in completing and filing a final travel claim for the travel involved. When a traveler dies in a TDY status, per diem accrues through the date of death. Reimbursement for transportation, TDY mileage, or a monetary allowance in lieu of transportation (MALT) accrues from the PDS, old station, or last TDY location, as appropriate, to the place of death, limited to the Defense Table of Official Distances (DTOD) distance.

### **032001. Escort for Remains of a Deceased Service Member**

A. Authority.

1. Procedures for transporting the remains of a deceased Service member are established

in [DoDD 1300.22, “Mortuary Affairs Policy,”](#) Defense Transportation Regulation (DTR) [4500.9-R, Part VII, “Human Remains Transport,”](#) and sponsoring Service regulations.

2. Only the following individuals may be designated to direct disposition of the remains of a deceased Service member ([10 U.S.C. §1482\(c\)](#)):

a. The person identified on DDForm 93, or any successor to that form, as the Person Authorized to Direct Disposition, regardless of the relationship of the designee to the deceased.

b. The surviving spouse of the deceased.

c. Blood relatives of the deceased.

d. Adoptive relatives of the deceased.

e. A person standing in loco parentis to the deceased if none of the above can be found.

B. Eligibility. The Services and DoD Agencies implementing administrative and procedural regulations, and the applicable DoD regulations, determine who escorts the remains.

C. Allowances. A Service member who escorts the remains is authorized the standard travel and transportation allowances specified in Chapter 2.

### **032002. Funeral of a Deceased Service Member, Cadet, or Midshipman**

A. Eligibility. When a Service member, Service Academy cadet or midshipman, or a Senior Reserve Officer’s Training Corps (SROTC) cadet receiving pay under [37 U.S.C. §209\(d\)](#) dies, while on active or inactive duty, the following eligible relatives are authorized travel and transportation allowances to attend the burial:

1. The deceased Service member’s, cadet’s, or midshipman’s surviving spouse, including a remarried surviving spouse.

2. The deceased Service member’s, cadet’s, or midshipman’s children—including stepchildren, adopted children, and illegitimate children—regardless of age.

3. The deceased Service member’s, cadet’s, or midshipman’s parent or parents. In this case, the term “parent” means a parent of the Service member, cadet, or midshipman (natural, step or adopted); a parent of the Service member’s, cadet’s, or midshipman’s spouse (natural, step, or adopted); and any other person—including a former stepparent—who has stood in loco parentis to the Service member at any time for a continuous period of at least five years before the Service member became age 21 ([37 U.S.C. §401\(b\)\(2\)](#)).

4. The deceased Service member’s, cadet’s, or midshipman’s siblings, which must have one or both parents in common.

5. The person who directs the disposition of the deceased Service member’s, cadet’s, or midshipman’s remains or the person who would have been designated to direct disposition of the remains (under [10 U.S.C. §1482\(c\)](#)) if individual identification had been made in the case of a deceased Service member, cadet, or midshipman whose remains were commingled and buried in a common grave in a

national cemetery.

6. If no relative listed above is provided travel and transportation allowances, then the Person Authorized to Direct Disposition or the person who would have been designated to direct disposition of remains (under [10 U.S.C. §1482\(c\)](#)) may select no more than two guests to receive round-trip travel and transportation allowances to attend the burial ceremonies. The guests are in addition to the Person Authorized to Direct Disposition.

B. Allowances. Government transportation must be used to the maximum extent practical for transoceanic travel as specified in pars. 5074-B2 and 5082.

1. If a combination of transportation is used, then reimbursement is for actual travel not to exceed the personally procured transportation cost between origin and destination, less any used Government-procured transportation cost. An eligible traveler is authorized one, or a combination of, the following for the authorized round-trip travel:

- a. Transportation in-kind.
- b. Reimbursement for the cost of personally procured commercial transportation.
- c. Automobile TDY mileage rate for the official distance traveled by POV. Only the POV operator is authorized the automobile mileage rate.

2. Per diem is authorized for the en route travel to and from the burial location, and for a maximum of 2 days at the burial location. Per diem is paid under the Lodging Plus method specified in Chapter 2 and is limited to the locality per diem rate. Per diem is not payable when the eligible relatives' residence and the burial site are in the same local area or when the total time from departure to return is 12 or fewer hours.

C. Reimbursement. Reimbursement for expenses identified in Chapter 2 as reimbursable is allowed for authorized travelers incident to this travel.

### **032003. Escort of Eligible Relative of Service Member—Funeral**

A. Eligibility. An attendant or escort accompanying an eligible traveler who was provided travel and transportation allowances (see par. 032002) for travel to the burial ceremony for a deceased Service member may be eligible for travel allowances if both of the following criteria are met:

1. The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the AO.
2. No other eligible traveler listed in par. 032002 is traveling to the burial ceremony and qualified to serve as the attendant or escort.

B. Allowances. The escort or attendant may be provided round-trip transportation to the burial ceremony and receive the standard allowances in Chapter 2 for civilian employees on TDY. An attendant or escort who is neither a Service member nor civilian employee is issued an ITA.

### 032004. Funeral Honors Duty Travel

A. Eligibility. An RC member who performs funeral honors for a veteran at a location 50 or more miles from his or her place of residence is eligible for these allowances ([10 U.S.C. §12503](#) or [32 U.S.C. §115](#)). A person who is neither a current Service member nor a civilian employee and who participates in funeral honors duty for a veteran ([10 U.S.C. § 1491](#)) may also receive allowances.

B. Allowances.

1. An RC member traveling on an ITA may be authorized to receive the standard allowances specified in Chapter 2 for TDY.

2. A traveler who is neither a current Service member nor a civilian employee, such as a retired Service member, and who participates in funeral honors duty for a veteran ([10 U.S.C. § 1491](#)) will use the available transportation mode that is least costly and still adequately meets the detail's needs. Reimbursement for actual transportation expenses, which is not a TDY mileage allowance, is payable when a POV is the authorized transportation mode. Reimbursement for actual expenses when using a POV is limited to fuel; oil; parking fees; ferry fares; and road, bridge and tunnel tolls. The actual cost of lodging and meals may be reimbursed up to the per diem rate prescribed for the area concerned. Reimbursement for expenses specified in Chapter 2 may be authorized or approved.

### 032005. Memorial Service for a Deceased Service Member

In addition to a funeral, a memorial service may also be held for a deceased Service member.

A. Eligibility. A traveler identified as eligible for travel allowances in par. 032002 is eligible for allowances to attend a memorial service for a deceased Service member who dies while on active duty when the memorial service is at a location other than the burial ceremony location.

B. Allowances. An eligible traveler may be authorized travel and transportation allowances for one round trip to an installation, home port, or unit memorial service. This round trip is in addition to that for the burial ceremony and must be completed within two years of the Service member's death, unless the Service Secretary waives the time limitation. The memorial service must take place in the CONUS, a non-foreign area OCONUS, or the deceased Service member's last PDS or home port. It cannot be held in a theater of combat operations.

### 032006. Family Member Attendance During Transfer of Remains

A. Eligibility. The Primary Next of Kin (see [DoDI 1300.18, par E2.46](#)) and two additional family members may travel to Dover Air Force Base in Delaware to participate as official observers at the dignified transfer of remains of a deceased Service member or deceased civilian employee who dies in a theatre of combat operations. A family member used in this context is the same as an eligible relative defined in [37 U.S.C. §481f\(c\)](#) and listed in par. 032002. The Service Secretary may authorize additional family member travel on a case-by-case basis.

B. Allowances. Family members attending transfer of remains per the USD(P&R) memorandum dated April 6, 2009, are eligible to receive the standard travel and transportation allowances specified in Chapter 2 for civilian employees. Authorized allowances should be specified on an ITA.

C. Escort. At the Primary Next of Kin request, the Service Secretary may authorize the Casualty

Assistance Officer or Family Liaison Officer to escort and or accompany the Primary Next of Kin to the transfer.

### **032007. Deceased Civilian Employee or Dependent**

Procedures for transporting the remains of a deceased civilian employee or dependent are established in [DoDD 1300.22, "Mortuary Affairs Policy,"](#) and [FTR §303, "Payment of Expenses Connected With the Death of Certain Employees."](#)

### **032008. Escort for Remains of Deceased Civilian Employee**

A. Eligibility. An escort for a civilian employee's remains when he or she dies while on official travel or on TDY, performing official duties OCONUS, or while reassigned away from the home of record under a mandatory mobility agreement executed as a condition of employment is eligible for travel allowances.

B. Allowances. The AO may authorize round-trip travel allowances for up to two escorts. Authorized travel is from or to any place the AO determines appropriate for burial.

1. If an authorized escort is a civilian employee, then he or she is issued a TDY order to receive the standard travel and transportation allowances specified in Chapter 2, which requires the transportation to be arranged through a TMC.

2. If an authorized escort is not a civilian employee or Service member, then he or she is issued an ITA to receive the standard travel and transportation allowances specified in Chapter 2 for TDY. The AO arranges the escort's transportation through a TMC unless the escort has a justified reason to arrange transportation directly with a common carrier for the least expensive and unrestricted economy or coach transportation.

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**Note:** Family members traveling together as escorts should not be separated.

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## CHAPTER 3: TDY TRAVEL

### PART B: TRAINING TRAVEL

#### 0321 Conferences for Training

A conference is considered training when the stated purpose is educational or instructional and more than half of the time is scheduled for a planned exchange of information that meets the definition of training. A conference is also considered training when the content is slated to improve individual or organizational performance and attendees will gain professional development benefits.

##### 032101. Training Conferences outside the Permanent Duty Station (PDS)

A. Eligibility. A Service member or Department of Defense (DoD) civilian employee who attends training conferences held outside the PDS when travel is involved is eligible for travel allowances.

B. Allowances. An eligible traveler is authorized the standard travel and transportation allowances specified in Chapter 2.

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**Note:** Charges and fees for light refreshments and snacks are reimbursable only when included as part of the conference registration fee.

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##### 032102. Training Conferences at the PDS

Conference fees, per diem, travel, and other miscellaneous expenses associated with conferences held at the PDS cannot be reimbursed as travel and transportation allowances.

#### 0322 Service Member

##### 032201. Courses of Instruction at a School or Installation

A. Eligibility. A Service member on active duty attending instructional courses at a school or installation may be eligible for travel allowances, based upon the scheduled duration using the guidance below.

1. Permanent Change of Station (PCS) or TDY Status
  - a. Courses with a scheduled duration of 139 or fewer days (20 weeks) are TDY.
  - b. Courses with a scheduled duration of 140 or more days (20 weeks) are PCSs, and the course location is the Service member's PDS.
  - c. The scheduled duration is the actual period a Service member receives instruction, including weekends, but not counting holiday periods when the Service member is not attending classes, or incidental time spent at the duty station before classes begin or after they end.
  - d. A PCS order to a course of instruction cannot be changed to a TDY order after the

Service member’s arrival at the new PDS unless the travel authorization was issued in error.

2. Extensions of Instruction. If a Service member is assigned additional instruction that extends the scheduled duration from 139 or fewer days (less than 20 weeks) to 140 or more days (20 weeks) at the same location, and the time remaining on the original TDY order plus the additional instruction time is 139 or more days, then the assignment becomes a PCS.

3. Exceptions to Status. The Secretary concerned—this authority cannot be delegated—may authorize a designated course, excluding initial entry courses, scheduled to last 140 or more days (20 weeks), but not 181 or more days to be attended and completed in a TDY status instead of a PCS status.

a. Requests for such action must be forwarded through Service Command channels to the Secretary concerned and include the course number, description, length, school location, specific Service of each attendee, number of attendees who traditionally return to the previous PDS, and written justification for TDY instead of PCS.

b. All Service members attending a course must be in the same status—either TDY or PCS—regardless of the Service or DoD Agency affiliation unless a Service member is permanently assigned to the course location immediately before attending the course. In that case, the Service member remains in a PCS status while attending the course.

c. The Secretary concerned must obtain agreement from the other affected Service Secretaries before changing a course status (for example, TDY to PDS, or PDS to TDY) attended by multiple Services or DoD Agencies.

d. The Secretary concerned must obtain the Per Diem, Travel, and Transportation Allowance Committee’s (PDTATAC) authorization or approval for specific courses to be designated and attended as TDY when unusual circumstances, such as infrastructure destruction caused by hurricanes, floods, or similar events, require training courses at one location to last for 181 or more consecutive days.

B. Allowances. See Table 3-5 for travel and transportation allowances while attending a course of instruction.

1. A Service member attending training in a TDY status receives the standard travel and transportation allowances specified in Chapter 2, unless stated otherwise in Table 3-6.

2. The schoolhouse commander determines the availability of meals and lodging.

<b>Table 3-5. Allowances for a Service Member Attending Courses of Instruction</b>			
<b>If...</b>	<b>Then...</b>	<b>Allowances While at the Training Location</b>	<b>Allowances When Departing the Training Location</b>
the Service member is traveling to the course under a TDY order,	the Service member receives the standard travel and transportation allowances specified in Chapter 2 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	Standard travel and transportation allowances specified in Chapter 2.

<b>Table 3-5. Allowances for a Service Member Attending Courses of Instruction</b>			
<b>If...</b>	<b>Then...</b>	<b>Allowances While at the Training Location</b>	<b>Allowances When Departing the Training Location</b>
the Service member is traveling to the course location in a PCS with TDY En Route status,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the course location.	Standard travel and transportation allowances specified in Chapter 2.	PCS allowances specified in Chapter 5.
the Service member is traveling to the course location on a PCS order that names the course location as the new PDS upon arrival,	the Service member receives the PCS allowances specified in Chapter 5 while traveling to the location.	No per diem while at the course location.	Not applicable.
the Service member is traveling to the course on a PCS order and the new PDS is not named,	the Service member receives the PCS allowances specified in Chapter 5 while going to the location.	Standard travel and transportation allowances specified in Chapter 2, up to the point that the new PDS is named.	

### **032202. Field Training Exercises, Maneuvers, and Simulated Wartime Operations**

Allowances for field training exercises, maneuvers, and simulated wartime operations are in Chapter 3, Part C.

## **0323 Reserve Component (RC) Member**

### **032301. RC Member Called or Ordered to Active Duty for Training (ADT)**

A. Eligibility. An RC member called or ordered to ADT with pay may be eligible for travel allowances.

B. Allowances. The RC member's travel allowances depend on where he or she resides, whether he or she commutes daily, and the length of the duty. Travel and transportation allowances for an RC member who commutes to the ADT location are in Table 3-6. Allowances for an RC member who does not commute are in Table 3-7. An RC member training at one location for 140 or more days (20 weeks) is in a PCS status.

<b>Table 3-6. Training Travel When an RC Member Commutes</b>	
<b>If...</b>	<b>Then...</b>
both the primary residence and place of active duty are in the corporate limits of the same city or town,	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty.
the RC member commutes daily between the primary residence and the place of active duty, and both are not in the same corporate limits or	travel and transportation allowances are not authorized for travel between the primary residence and the place of active duty. However,

<b>Table 3-6. Training Travel When an RC Member Commutes</b>	
<b>If...</b>	<b>Then...</b>
town, regardless of the commuting area, the AO or Installation commander determines that both the primary residence and place of active duty are within reasonable commuting distance of each other in accordance with Section 0206 and the duty involved permits commuting,	the RC member is authorized the applicable TDY automobile or motorcycle mileage rate for one round trip for the duration of the duty (not daily) between the duty location and one of the following: Primary residence. Place of assigned unit. Place from which called or ordered to active duty, limited to the cost for travel between the duty location and primary residence.
the AO or installation commander determines that the primary residence and place of active duty are within reasonable commuting distance, the duty permits commuting, and Government quarters or a Government dining facility are unavailable during a required overnight stay (see Chapter 2 for documentation requirements),	the RC member's commanding officer may authorize reimbursement for actual expenses for all meals and lodging (see Chapter 2) other than the meal ordinarily procured when commuting.
the commuter travels locally at the active duty location,	see Chapter 2 for local travel.

<b>Table 3-7. Training Travel When an RC Member Does Not Commute</b>	
<b>If...</b>	<b>Then...</b>
duty is 139 or fewer days (20 weeks), including courses with a scheduled duration of 139 or fewer days (20 weeks) (see par. 030301),	standard travel and transportation allowances as specified in Chapter 2.
An RC member begins travel from a place from which entered (or called) to active duty (PLEAD) other than the primary residence,	transportation allowances are authorized from the PLEAD to the duty location, limited to the cost of transportation between the RC member's primary residence and duty location, and return to the PLEAD or primary residence.
the original TDY order is extended due to unforeseen circumstances and the number of days on the extension plus the remaining days on the original TDY order is 139 or fewer days,	per diem continues.
shipping household goods (HHG) is authorized,	see Section 0205
ADT is 140 or more days at one location,	no per diem or an actual expense allowance (AEA) is authorized at the ADT location.
an extension plus the remaining days on the original TDY order total 140 or more days,	per diem stops on the day of the order that extend the travel. Government quarters or Government dining facilities availability does not change this determination.
the ADT period is 140 or more days at one location, including courses with a scheduled duration of 140 or more days (see par. 030302),	the PCS allowances specified in Chapter 5 apply.
an RC member is on ADT at one location for 140 or more days and is ordered on a TDY away from that ADT location,	the standard travel and transportation allowances specified in Chapter 2 are payable for the ordered TDY.

**032302. RC Member Called or Ordered to Active Duty with Pay for a Specific Duty Status**

A. Eligibility. The following RC members are ineligible for per diem or AEA:

1. A Public Health Service officer called to active duty solely to participate in the Commissioned Officer Student and Extern Program.
2. A newly enlisted RC member who is undergoing processing, indoctrination, initial basic training including follow-on technical or home training, or instruction.
3. An RC member listed below when both Government quarters, other than temporary lodging facilities, and a Government dining facility are available.
  - a. An RC member performing annual training (AT). In this case the training location is the PDS, and no per diem is payable. Per diem is payable for TDY away from the annual training location or for travel to and from the annual training location if not in a commuting status.
  - b. An RC member ordered to involuntary ADT because of unsatisfactory participation in the reserve commitment.
  - c. An RC member newly enlisted and attending courses with a break in active duty between courses.

B. Allowances. Transportation to and from these duty locations, and the per diem on travel days is in accordance with Tables 3-6, “Training Travel When an RC Member Commutes,” and 3-7, “Training Travel When an RC Member Does Not Commute.” When an RC member performs ADT, and no per diem or AEA is payable, then he or she may be reimbursed for lodging service charges when occupying transient Government housing. Reimbursement for other than service charges for Government quarters is not authorized.

**032303. Inactive Duty Training (IDT) with or without Pay**

A. Eligibility. An RC member performing IDT ordinarily receives no travel or transportation allowances, except as listed in Table 3-8.

B. Allowances. Allowances for an RC member are in Table 3-8.

<b>Table 3-8. Inactive Duty Training with or without Pay</b>	
<b>If...</b>	<b>Then...</b>
an RC member in the local commuting area performs local travel in and around the training duty station, drill site, or city or town,	he or she may receive the local travel allowances specified in par. 020601 but outside the PDS Limits.”
an RC member travels between home and an alternate duty or work site in the local commuting area,	TDY mileage is authorized only for the distance that exceeds the distance between home and the assigned unit.
an RC member is directed to travel from home to a TDY location outside the local area of the	he or she is authorized the standard travel and transportation allowances specified in Chapter 2.

<b>Table 3-8. Inactive Duty Training with or without Pay</b>	
<b>If...</b>	<b>Then...</b>
assigned unit or home, an RC member is directed to travel from an alternate duty or work site to a TDY location outside the local area of the assigned unit or home,	However, transportation is limited to the travel cost from the assigned unit to the TDY location.
an RC member travels from a place other than home or an alternate duty or work site in the local commuting area,	he or she is authorized only TDY automobile mileage limited to the distance from the assigned unit to the alternate site, minus the distance from home to the assigned unit.
an RC member occupies transient Government housing while performing IDT with pay, and is not authorized per diem or AEA,	he or she may be reimbursed for lodging service charges or provided lodging in-kind. Only transient Government housing is reimbursed.
an RC member performs IDT at the training duty station, drill site, assigned unit city or town location, or local area of the assigned unit or home, an RC member travels between home and the unit training assembly location or alternate place of duty, an RC member in the Standby Reserves voluntarily performs IDT without pay,	travel and transportation allowances are not authorized.

**032304. IDT outside the Normal Commuting Distance**

A. Eligibility. The Secretary concerned may authorize reimbursement for travel and transportation for certain RC members in the Selected Reserve of the Ready Reserve who perform IDT that requires them to commute outside the local commuting distance.

1. An eligible RC member must meet one of the following eligibility criteria:
  - a. Qualified in a skill designated as critically short by the Secretary concerned.
  - b. Assigned to a unit of the Selected Reserve with a critical staffing shortage, or in a pay grade in the Service member’s RC with a critical staffing shortage.
  - c. Assigned to a unit or position that is disestablished or relocated as a result of Defense Base Realignment and Closure or other force structure reallocation.
  
2. For purposes of this paragraph, “outside the local commuting distance” is defined as either of the following:
  - a. The local travel area as specified in Section 0206 but not less than 150 miles one way, as determined by the DTOD.
  - b. For non-contiguous states and U.S. territories and possessions requiring off-island or inter-island travel to an IDT location that is not normally served by boat or ferry and does not meet the local commuting conditions in Section 0206.

B. Allowances.

1. The Secretary concerned may authorize or approve reimbursement for the following actual expenses, limited to \$300 for each round trip.

a. Transportation. Transportation cost, including transportation between home and the terminal and between the terminal and the training location, is reimbursed. If a privately owned vehicle (POV) is used, reimbursement is at the “other mileage rate” for the official distance to and from the IDT location and for any parking fees and highway, bridge, and tunnel tolls.

b. AEA

(1) Actual meal cost, including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate and incidental expenses (M&IE) rate for the duty location is reimbursed.

(2) Actual cost of lodging plus taxes, including service charges, up to the maximum amount of the locality lodging rate for the duty location is reimbursed. Refer to Table 2-13 for rules on lodging taxes.

2. On a case-by-case-basis, the Secretary Concerned may authorize or approve, a higher reimbursement amount, when the Service member:

a. Resides in the same State as the training location; and

b. Resides outside of an urbanized area with a population of 50,000 or more (as determined by the U.S. Census Bureau) and

c. Is required to commute:

(1) To a training location using an aircraft or boat (due to limited or nonexistent vehicular routes to the training location or other geographical challenges); or

(2) From a permanent residence more than 75 miles from the training location.

## 0324 Cadet or Midshipman

### 032401. Service Academy Applicant, Cadet, Midshipman, or Graduates

A. Eligibility. A Service member on active duty who is ordered to take preliminary, entrance, or final examinations for admission to a Service academy, a Service academy student on TDY, or a new Service academy graduate is eligible for travel allowances.

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**Note:** An RC member not on active duty, a civilian, and a civilian employee traveling for examinations preparatory to admission to a Service academy are ineligible for travel allowances.

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B. Allowances. Refer to Table 3-9 for allowances.

<b>Table 3-9. Allowances for Service Academy Cadets and Midshipmen</b>	
<b>If...</b>	<b>Then...</b>
an active-duty Service member travels to take preliminary, entrance, or final examinations for admission to a Service academy,	the Service member receives standard travel and transportation allowances specified in Chapter 2.
an active-duty Service member travels to compete for a Congressional nomination,	the traveler receives no travel or transportation allowances.
an aviation cadet on active duty travels on TDY away from a Service academy,	the cadet receives the standard travel and transportation allowances specified in Chapter 2.
traveling TDY away from a Service academy to another Service academy,	the cadet or midshipman receives no per diem when both Government quarters and a Government dining facility are available, beginning on the day after the arrival day and ending on the day before the departure day. The meal rate for cadets and midshipmen is equal to the Enlisted Basic Allowance for Subsistence rate.
a graduate officer who remained at the Service academy after graduation and commissioning is ordered away from the Service academy on TDY,	the graduate officer is authorized the standard travel and transportation allowances specified in Chapter 2
a graduate officer remains at the Service academy after graduation and commissioning but before beginning travel under PCS orders.	the Service academy is the PDS for per diem purposes. Graduate officers are not authorized per diem while at the Service academy.

**Table 3-10. Reserved**

**032402. Senior Reserve Officer Training Corps (SROTC)—Advanced Training**

A. Eligibility. An SROTC applicant or a Service member appointed for advanced training is authorized travel and transportation allowances for travel to observe military functions or operations, for medical or other examinations, or for other observations the Service concerned deems appropriate.

B. Allowances. Allowances for an SROTC applicant or appointee are listed in Table 3-11.

<b>Table 3-11. Allowances for SROTC Applicants and Service Members</b>	
<b>If...</b>	<b>Then...</b>
an RC member or designated applicant is appointed to SROTC Advance Training under <a href="#">10 U.S.C. § 2104 (53 Comp. Gen. 957 (1974))</a> ,	per diem is not authorized.
Government or Government-procured transportation and Government-supplied meals are authorized, but the traveler uses a POV,	the TDY automobile mileage rate (see 020210, “Privately Owned Vehicles (POV)”), but no per diem is authorized. The TDY automobile mileage rate may be paid in advance of return from the activity site.
transportation for part of the journey is personally procured,	the TDY automobile mileage rate, but no per diem, is authorized between the nearest appropriate public transportation terminals and both the RC member’s home and activity site.
travel is by mixed modes,	the allowance is the TDY automobile mileage rate

<b>Table 3-11. Allowances for SROTC Applicants and Service Members</b>	
<b>If...</b>	<b>Then...</b>
	for the DTOD distance for the official travel, but no per diem. Reimbursement cannot exceed what the cost would have been for Government-procured transportation plus Government-supplied meals for travel between the authorized points minus the cost of any actually provided Government transportation or meals.
through no fault of the traveler, a delay occurs at a place where no Government quarters or Government dining facility are available ( <a href="#">B-195791, March 31, 1980</a> ),	reimbursement for occasional meals and occasional lodging as specified in Chapter 2 is authorized when traveling to or from field training or practice cruises

### **032403. Traveler in the Financial Assistance Program for SROTC Cadets or Midshipmen**

A. Eligibility. A cadet and midshipman who performs TDY travel away from the educational institution is authorized travel and transportation allowances ([10 U.S.C. § 2107](#)).

B. Allowances.

1. The standard travel and transportation allowances specified in Chapter 2 are authorized, except no per diem is authorized when both Government quarters—other than temporary lodging facilities—and Government dining facilities are available for either of the following:

a. While performing field or at-sea training.

b. Travel from home or the SROTC unit location specified in the travel authorization to the place designated for field or at-sea training and return.

2. For TDY under this paragraph, a Government dining facility is a facility designated for officers' use except when other dining facilities have been designated for use by SROTC members.

3. The automobile mileage rate may be paid for the return trip to the location specified in the travel authorization before an RC member departs from either the field or at-sea training site.

### **032404. Reserve Officer Training Corps (ROTC) Cadet on Recruiting Duty**

A. Eligibility. An ROTC cadet who performs recruiting duty while attending the educational institution at which the ROTC unit is located may be eligible for travel allowances.

B. Allowances. The ROTC cadet may be authorized per diem or AEA on an ITA for recruiting duty performed while attending the education institution where the ROTC unit is located. However, no allowances are authorized when the recruiting duty is in the local area of the cadet's residence while at the educational institution. See Section 0206.

## **0325 Spousal Training**

### 032501. Spouse’s Presence Furthers DoD’s Interests

A. Eligibility. A spouse of a Service member or civilian employee may be eligible for travel allowances when the spouse’s presence would provide a direct benefit to further the interests of the DoD, the Military Service, or the command. This determination can only be made by using the Secretarial Process for personnel within that department, or by the Chairman of the Joint Chiefs of Staff, the Chairman’s designated representative for personnel assigned to the Joint Staff, or a Combatant Commander. The spouse’s travel must be considered mission-essential. The spouse of a Service member or civilian employee may travel at Government expense to attend:

1. A Service-endorsed training course or briefing and subsequently performs a voluntary and direct service incident to such training or briefing ([27 Comp. Gen. 183 \(1947\)](#)) or
2. A briefing or training in which the DoD imparts critical knowledge and information to prepare for life in areas where they may be in danger from terrorist activities or political unrest needed when moving to and residing abroad as a result of the Service member's prospective service ([71 Comp. Gen. 6 \(1991\)](#)).

B. Allowances. The AO may authorize or approve transportation, per diem, or other actual expense allowances if the individual is eligible to travel.

## 0326 Civilian Employee

A civilian employee may attend training at the PDS or in a TDY status away from the PDS and receive the standard travel and transportation allowances specified in Chapter 2. When sending a civilian employee to training, the DoD Component must determine if the event is primarily for training or for work performance. Each training event, and any move associated with it, must be evaluated individually to determine if training allowances apply.

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**Note:** For conference training, see Section 0321.

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### 032601. Training in the PDS

A. Eligibility. A civilian employee attending training courses in the PDS area may be eligible for travel allowances.

B. Allowances. See Table 3-12 for allowances available to a civilian employee while training.

<b>Table 3-12. Civilian Employee Training in the PDS Area</b>	
<b>If...</b>	<b>Then...</b>
a civilian employee is training at the PDS,	no travel and transportation costs are payable. The JTR is not the authority for these allowances.* See Training or Comptroller personnel for guidance.
a civilian employee is training in the PDS area, but not at the PDS,	the AO may authorize or approve a civilian employee to travel by POV, taxi, rental car, bus, train, or other transportation mode appropriate to the mission.
a civilian employee is training in the PDS area, but not at the PDS, and an overnight stay is required at the training location,	the AO may authorize or approve per diem or AEA, round-trip TDY mileage for POV use or the cost of round-trip public transportation from the residence to the

Table 3-12. Civilian Employee Training in the PDS Area	
If...	Then...
	training location.

\*[10 U.S.C. § 2013](#); [5 U.S.C. § 4109](#); [42 U.S.C. § 218a](#); and [14 U.S.C. § 469](#)

### 032602. Training outside the PDS Area

A. Eligibility. A civilian employee who attends training courses (Government Employees Training Act of 1958) away from the PDS may receive travel allowances ([5 U.S.C. §§ 4104-4109](#)).

B. Allowances. The civilian employee may receive the standard travel and transportation allowances specified in Chapter 2 or authorized dependent (no per diem) and household transportation allowances. The AO must compare the cost and if the cost of round trip transportation for dependents and HHG is less than the total per diem or AEA the employee would receive, then the AO may authorize round trip dependent and HHG transportation. See Chapter 5 for allowances available when training is in conjunction with a PCS and the civilian employee will not return to the old PDS.

Table 3-13. Pay Either	
TDY	Dependent and HHG Transportation
Total per diem or AEA available to the civilian employee in Chapter 2. If specific rates are established in accordance with par. 020308 consider the special rate.	HHG shipping Round-trip transportation of a dependent to the training location (no per diem)

1. When standard travel and transportation allowances are authorized or approved, the allowances are described in Table 3-14.

Table 3-14. Specific Rules for TDY Training outside the PDS	
If...	Then...
a civilian employee is authorized per diem or AEA, but instead commutes between the training location and the PDS,	the rules for voluntary return to the PDS apply, as specified in par. 020312.
a contracting officer contracts for rooms or meals directly with the school or institution sponsoring the training course,	the lodging and meals may exceed the applicable per diem rate for a civilian employee when the lodging and meals are included as part of the training costs. The total actual cost for lodging and M&IE may exceed the applicable per diem rate. The civilian employee is authorized only incidental expenses.
items are contracted or rented with the option to buy,	reimbursement is not authorized.
readiness requires Government dining facility use, the Secretary concerned may authorize Essential Unit Messing for particular courses,	a civilian employee receives the incidental expenses portion of per diem and the discount Government meal rate. The AO may authorize occasional meals for commercial meals the civilian employee is required to purchase.
a civilian employee pays for Government quarters during training at the Survival Training School at Fairchild Air Force	the fixed \$12.50 per diem rate at this location is increased by the actual amount of the Government quarters charge. No per diem is payable during field duty and compound

<b>Table 3-14. Specific Rules for TDY Training outside the PDS</b>	
<b>If...</b>	<b>Then...</b>
Base, Washington,	training periods.

2. When movement of dependents and HHG is authorized or approved, the following provisions apply.

**Note:** Dependent travel and HHG transportation are specified in Chapter 5.

<b>Table 3-15. Allowances for Dependent and HHG Transportation</b>	
<b>If...</b>	<b>Then...</b>
a dependent and HHG are moved to the training site,	the civilian employee receives no per diem at the training site only while traveling.
at the training site or traveling en route,	the dependent receives no per diem.
a civilian employee and a dependent travel together to the training site by POV,	a monetary allowance in lieu of transportation (MALT) is payable, as specified in Chapter 5.
transportation has not started,	the authorization for dependent and HHG transportation can be changed to per diem or AEA for the civilian employee as specified in Chapter 2.
transportation has started,	the civilian employee's allowances and the Government's obligation are fixed and cannot be changed.

## CHAPTER 3: TDY TRAVEL

### PART C: DEPLOYMENTS, EXERCISES, MANEUVERS, WAR GAMES, AND CONTINGENCY OPERATIONS

#### 0327 Routine or Rotational Deployments

The Services have missions that require routine and rotational deployments. These deployments are not specifically attached to a combatant command (CCMD) or a joint task force (JTF). It is the responsibility of the Senior Commander of the deployment to ensure equity of travel and transportation allowances among deployment participants.

##### 032701. Deployment Allowances

A. Eligibility. Service members who participate in routine rotational deployments may be eligible for travel allowances.

B. Allowances.

1. In preparation for the deployment an advance party often arrives at the planned deployment location to ensure operational readiness. Upon completion of the routine deployment, a rear party remains behind to ensure any actions necessary to vacate the location and end the event are completed.

2. Transportation modes are specified in the travel authorization and transportation allowances for the directed mode are as specified in Chapter 2.

3. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

4. A Service member on a routine rotational deployment should be in a group travel status with no per diem authorized for the trip to and from the deployment location. While at the deployment location, these participants are normally in a field duty status and receive no per diem.

5. The Secretary concerned may authorize per diem as specified in paragraph (par.) 020315, "Other Circumstances Impacting a Traveler's Per Diem," when lodging, meals, or incidentals are not provided.

6. The Secretary concerned may authorize a reduced per diem rate as authorized in par. 020315-D4.

#### 0328 Exercises, Maneuvers, and War Games

Exercises, maneuvers, war games and similar events are all types of TDY intended to enhance military readiness. Advance parties and rear parties (par. 032701) are often used in these events. These events may involve only one Service or multiple Services, one or more Joint Commands, CCMDs, JTFs, coalition forces from other countries, and any combination of these potential participants.

### 032801. Exercises, Maneuvers, and War Games Allowances

A. Eligibility. A Service member or a civilian employee who participates in field training exercises, practice maneuvers, simulated wartime operations, and JTF exercises (must be field duty) that enhance unit readiness and mission capability are eligible for travel allowances. The U.S. Coast Guard may be part of a JTF performing exercises, maneuvers, or war games and is eligible for travel allowances.

B. Allowances.

1. Transportation modes are specified in the travel authorization and transportation allowances are as specified in Chapter 2 for the mode directed.

2. Advance parties and rear parties may be authorized the standard travel and transportation allowances specified in Chapter 2.

3. A participating Service member is normally in a field-duty status. No per diem is payable when lodging, meals, and incidentals are provided. However, per diem may be authorized as specified in par. 020315 when lodging, meals, or incidentals are not provided. If a status other than field duty is designated, then Service members receive the standard travel and transportation allowances specified in Chapter 2.

4. A civilian employee is considered in a field duty status. No per diem is payable when a Government dining facility—including meals ready to eat—and Government-provided lodging are available. “Government-provided lodging” includes non-transient barracks and tents. However, a civilian employees are authorized reimbursement for actual costs incurred for meals and lodging during the TDY. If a status other than field duty is designated, then a civilian employee receives the standard travel and transportation allowances specified in Chapter 2.

## 0329 Operational Deployments and Contingency Operations

### 032901. Reimbursement Options

A. Eligibility. A Service member or civilian employee who is temporarily assigned to a CCMD or JTF for operational deployment or contingency operations, and performing duty under similar conditions within the same area of responsibility (AOR), may be eligible for travel allowances.

B. Allowances. The CCDR or JTF Commander determines the TDY allowances, as specified in Chapter 2, including designating Essential Unit Messing or field duty, and when personnel travels together with limited or no reimbursement. The CCDR or JTF Commander must attempt to ensure that travel and transportation allowances in the AOR, and the requirements to receive them, are equitable among eligible travelers within the AOR.

1. The CCDR or JTF Commander may delegate, in writing, the authority to prescribe a different rate for lodging, meals, incidental expenses, or the entire per diem rate to a subordinate commander who directs the travel in individual travel cases.

a. Services must be notified, in writing, of delegations of authority.

**Part C: Deployments, Exercises, Maneuvers, War Games, and Contingency Ops**

b. The CCDR and JTF Commander's decision about what is payable must be stated in the travel authorization. The determination of the CCDR and JTF Commander supersedes what the AO puts in the TDY order.

2. The Secretarial Process for each Service may direct a TDY option different than the one used for a CCMD or JTF traveler who is either of the following:

- a. Not located in the CCMD or JTF AOR, but operating in a support capacity.
- b. Located in the CCMD or JTF AOR, but not part of the CCMD or JTF.

C. Special Rules for Deployment and Contingency Travel. If a Service member or civilian employee travels from one TDY location in an AOR to another TDY location within the same AOR, the standard per diem calculation rules in par. 020310-D do not apply. Instead, the CCDR or JTF Commander for the AOR or contingency operation establishes the per diem rate for the travel day between TDY locations within the AOR. If the availability of Government quarters and dining facilities changes between the two locations in the AOR, then the per diem is based on the new TDY location when authorized or approved by the CCDR, JTF Commander, or designee.

1. If a Service member or civilian employee travels from one location in an AOR to another location within the same AOR, the per diem does not change unless lodging meals or incidentals are not available and a statement of non-availability is provided.

2. If a Service member or civilian employee is traveling into or out of an AOR, then the rules specified in Chapter 2 apply for the regular travel days while en route between TDY locations. [See computation example](#).

3. If a Service member or civilian employee consumes meals at the CCMD or JTF temporary dining facility and is charged the discounted Government meal rate (GMR), reimbursement is for the discounted GMR plus one of the following incidental expense amounts listed in Table 3-16.

<b>If...</b>	<b>Then the incidental expense amount is...</b>
the traveler is sent TDY to a location in the CONUS,	\$5.00.
the traveler is TDY to a U.S. installation OCONUS and Government quarters are available on the installation,	\$3.50.
the CCDR or JTF Commander determines that \$3.50 is adequate,	\$3.50.
the traveler's TDY location is not a U.S. installation,	the applicable locality incidental expense rate applies unless the \$3.50 is adequate.

4. When a Service member is assigned to a contingency operation for 181 or more days at one location, the Secretary concerned may direct the use of Government contract quarters. These contracted quarters may be at or near the U.S. installation and are specifically for Service members on the contingency operations. When the location is in the AOR, GMR can be directed when in Government contract quarters off of a U.S. installation.

5. When a civilian employee is deployed to Afghanistan or Iraq to support ongoing contingency operations, the requirements for a TDY of 181 or more consecutive days do not apply. The authority to exceed 180 days for this type of a TDY was extended indefinitely by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) memorandum, "Extended Temporary Duty Assignments to Iraq and Afghanistan," dated January 6, 2014. Before travel begins, the travel authorization must cite the February 12, 2008, USD(P&R) memorandum, "Building Increased Civilian Deployment Capacity," as the waiver authority, which does not require Under Secretary of Defense for Civilian Personnel Policy review. This provision also applies to a non-DoD civilian employee if the travel authorization is DoD-funded.

### **032902. Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation**

For allowances when a civilian employee in support of a contingency operation takes leave, see par. 020312. For purposes of this paragraph, an "authorized absence" refers to a period when a Service member is in an authorized leave status or when the Service member's absence is otherwise authorized under regulations prescribed by the Secretary concerned ([37 U.S.C. § 474b\(d\)](#)).

A. Eligibility. A Service member deployed in support of a contingency operation who retains lodging at the TDY location during an authorized absence may be eligible for TDY lodging as a miscellaneous reimbursable expense provided all four of the following criteria are met:

1. TDY in support of a contingency operation for 31 or more days.
2. Performing duty away from home or the PDS immediately before taking the authorized absence.
3. Receiving per diem for lodging expenses.
4. Returns to the TDY location at the end of the authorized absence.

B. Allowances. For authorized absence days, the amount reimbursed for lodging retained at the TDY location depends on the type of per diem the Service member was receiving while TDY. Per diem is not payable for days at the Service member's PDS or home.

1. If the Service member was receiving per diem under the "lodging plus" method, then the lodging reimbursement is limited to the lodging portion of the locality per diem rate at the TDY location.
2. If the Service member was receiving a long-term, flat-rate per diem allowance, then reimbursement of the actual cost of lodging at the TDY location is limited to what the Service member would have received if the authorized absence had not been taken.

### **032903. HHG Storage for a Service Member on TDY for an Operational Deployment or Contingency Operation**

HHG storage for a Service member may be authorized as either "storage in transit" (SIT) or "special storage." Refer to par. 020502 for allowances.

**032904. POV Storage when a Service Member is TDY for an Operational Deployment or Contingency Operation**

A. Eligibility. A Service member may be eligible to have one POV stored at Government expense when on a contingency operation for 31 or more days. The storage facility must be a commercial storage facility and the vehicle size must conform to the Surface Deployment and Distribution Command storage contract maximum standard size. The Secretarial Process may authorize or approve the storage of an oversized POV if the Service member requires the oversized POV for medical reasons.

B. Allowances. An eligible Service member may be authorized or approved the POV storage allowances specified in Chapter 5, Part A.

**032905. POV Storage when a Civilian Employee is TDY for an Operational Deployment or Contingency Operation**

A. Eligibility. A civilian employee or dependent is eligible to have one POV stored at Government expense if the civilian employee is assigned a temporary change of station (TCS) in support of a contingency operation, including humanitarian operations, peacekeeping operations, and similar operations. The POV must be owned or leased for personal use by the civilian employee or dependent. Additionally, the civilian employee must be eligible for TCS allowances and the head of the Agency must determine it would be to the Government's advantage to authorize POV storage.

B. Allowances. The POV storage must be in a commercial storage facility. It may be at a place determined to be reasonable by the Agency concerned. Allowable expenses include POV storage preparation, actual storage cost, and POV preparation for removal from storage after the TDY is ended; transportation of the POV to and from the storage facility; and other necessary expenses related directly to POV storage and transportation. However, POV insurance costs while in storage are the civilian employee's financial responsibility.



## CHAPTER 3: TDY TRAVEL

### PART E: LEAVE IN CONJUNCTION WITH TDY

#### 0333 Leave and TDY

Personnel directives dictate when and how leave is charged for time spent on personal business if it is not justified as official travel in accordance with the JTR. A Service member is not in a travel status while on an administrative absence. A civilian employee is not in a travel status while on an excused absence or administrative leave. Refer to [Department of Defense \(DoD\) Instruction \(DoDI\) 1400.25, Vol. 630](#), “DoD Civilian Personnel Management System: Leave,” March 19, 2015, incorporating Change 2, Effective May 8, 2015.

#### 033301. Leave or Personal Travel Combined with Official Travel

A. Eligibility. The AO may permit a Service member or civilian employee to combine leave or personal travel with official travel at no additional cost to the Government provided that:

1. City Pair Program airfare, and other contracted travel rates, are limited to official Government business and not authorized for personal travel.
2. The official transportation is arranged through the Defense Travel Management Office-contracted Travel Management Company.
3. The traveler arranges personal travel at personal expense.
4. The AO does not permit a TDY trip that is an excuse for personal travel.

B. Allowances. Table 3-20 provides the travel and transportation allowances available for various combinations of leave and official travel.

1. Reimbursement is authorized for the actual cost of the transportation used and en route per diem, limited to what the Government’s cost would have been between the official duty locations had there been no personal travel taken.
2. Economy or coach accommodations must be used unless other accommodations are approved as specified in Chapter 2.
3. If a travel authorization identifies any location as personal or leave travel, then the authorization must state that any excess costs over the costs for official travel are the traveler’s financial responsibility.

<b>If...</b>	<b>Then the traveler...</b>
the TDY trip is known before going on leave,	is reimbursed per diem while at the TDY location. Actual travel expenses to and from the TDY location are authorized, but limited to the constructed round-trip cost between the PDS and

<b>Table 3-20. Situations Involving Leave and Official Travel</b>	
<b>If...</b>	<b>Then the traveler...</b>
	TDY location.
the TDY trip is known before going on leave,	cannot use City Pair Program airfares for transportation to or from the leave location.
the traveler is absent from the PDS for personal reasons and has to return to the PDS for official reasons before the originally intended return,	is not authorized reimbursement for expenses incurred for the return travel.*
a traveler is on leave away from the PDS and receives an order to perform TDY at the leave location,	is authorized per diem for the TDY performed according to the travel authorization. Reimbursement for transportation expenses is also authorized for the return trip, but limited to the transportation costs that exceed what the traveler would have incurred if no TDY were required ( <a href="#">31 Comp. Gen. 509 (1952)</a> ).
a traveler is on leave away from the PDS and the leave is interrupted to perform TDY at various places, including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion,	is authorized the following: <ul style="list-style-type: none"> <li>● Per diem and transportation expenses from the place at which leave was interrupted to the TDY locations.</li> <li>● Per diem while at the TDY locations, but no per diem while at the PDS.</li> <li>● Per diem and transportation to return to the place at which the leave was interrupted (<a href="#">25 Comp. Gen. 347 (1945)</a>; <a href="#">28 Comp. Gen. 237 (1948)</a>; <a href="#">39 Comp. Gen. 611 (1960)</a>).</li> </ul>
a traveler is on leave and the leave is interrupted to perform TDY at various places <i>not</i> including a return to the PDS, and the traveler is allowed to resume leave upon TDY completion,	is authorized the following: <ul style="list-style-type: none"> <li>● Per diem and transportation from the place where leave was interrupted to the TDY locations.</li> <li>● Per diem while at the TDY locations.</li> <li>● Per diem and transportation expenses to return to a leave location, which can be different than where leave was interrupted.</li> </ul> The actual cost of the transportation for the round-trip distance and expense from the TDY location to the leave location is limited to the distance and constructed cost of travel expenses between the TDY location and the traveler's PDS ( <a href="#">27 Comp. Gen. 648 (1948)</a> ).
a traveler's leave is interrupted for TDY, and the traveler is required to return to the PDS and not allowed to resume leave at the end of the TDY,	is authorized the following: <ul style="list-style-type: none"> <li>● Per diem and transportation from the leave location to the TDY location.</li> <li>● Per diem while at the TDY location.</li> <li>● Return travel from the TDY location to the PDS.</li> </ul> These allowances are limited to the excess cost over the constructed per diem and transportation expense for return directly from the leave location to the PDS.
a traveler is on leave away from the PDS, and	is authorized the following:

<b>Table 3-20. Situations Involving Leave and Official Travel</b>	
<b>If...</b>	<b>Then the traveler...</b>
receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY,	<ul style="list-style-type: none"> <li>● Per diem and transportation expenses from the leave location to the TDY location.</li> <li>● Per diem while at the TDY location.</li> <li>● Per diem and transportation from the TDY location to the PDS.</li> </ul> <p>These allowances are limited to the excess of the constructed cost from the leave location directly to the PDS (<a href="#">19 Comp. Gen. 977 (1940)</a>).</p>
a traveler is on leave away from the PDS, receives orders to go to a TDY location immediately upon completion of leave, and return to the PDS upon completion of the TDY, and the traveler must go through the PDS to get to the TDY location,	is authorized per diem and transportation expenses, limited to the cost of round-trip travel and transportation between the PDS and the TDY location ( <a href="#">24 Comp. Gen. 443 (1944)</a> ).
a Service member is recalled from leave to return to the PDS for operational reasons because of an actual contingency or emergency war operation, or because of an urgent and unforeseen circumstance when a substantial portion of the scheduled leave period has been eliminated by the recall or the leave purpose has been defeated ( <a href="#">60 Comp. Gen. 648 (1981)</a> ),**	is authorized the standard travel and transportation allowances specified in Chapter 2 beginning on the day of departure from the leave location, or place where the order canceling the leave was received, to the PDS and, if authorized to resume leave, standard travel and transportation allowances from the PDS to a leave location no farther from the duty station than the place at which the order canceling the leave was received. Per diem is not authorized at the PDS.

*\*Per diem and transportation expenses from the leave location to the PDS may be authorized when the Service member or civilian employee is recalled from leave due to an unforeseen official need. The travel authorization must state or indicate that the personal expense incurred in traveling to the leave location makes it unreasonable to require the Service member or civilian employee to bear the additional travel expense to comply with the recall or TDY order ([39 Comp. Gen. 611 \(1960\)](#)).*

*\*\*A Service member recalled from leave for disciplinary action is not authorized standard travel and transportation allowances under this provision, and is responsible for the costs to return to the PDS.*

C. Effect of Leave or Administrative Absence on Per Diem.

1. Service Member. Per diem is not authorized for any day a Service member is not in a travel status or on any day classified as leave or an administrative absence ([DoDI 1327.06](#), “Leave and Liberty Policy and Procedures,” June 16, 2009, incorporating Change 3, May 19, 2016, Enclosure 2).

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**Note:** For long-term TDY, see also pars. 032902, “Lodging Reimbursement during an Authorized Absence While TDY in Support of an Operational Deployment or Contingency Operation,” 033501 “Lodging Expenses for Service Members on Leave during an Authorized or Ordered Evacuation,” and 020311, “Flat-Rate Per Diem Reimbursement during a TDY.”

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2. Civilian Employee

a. A civilian employee is authorized per diem for a day when leave is taken for only part of the workday. Per diem is not authorized when leave is taken for the entire workday.

b. A civilian employee may be authorized per diem for leave for up to two non-workdays

if leave is taken for all workdays between non-workdays.

c. A civilian employee is not authorized per diem for leave on non-workdays when:

(1) Leave is taken for the whole workday before, and the whole workday following, the non-workday.

(2) The civilian employee returns to the PDS or residence.

d. When a civilian employee chooses not to return to the PDS immediately upon completion of the TDY for personal reasons, per diem is authorized only for the time allowed in the constructed cost of the trip between leaving the TDY point and arriving at the PDS.

(1) When constructing the costs of returning to the PDS, if the trip is short or travel is authorized on carriers with sleeping accommodations, then the departure day used to construct the travel costs is the same day that the TDY is completed.

(2) When sleeping accommodations are not available on the authorized transportation mode, the departure date used to construct the travel costs is the morning of the day after TDY is completed.

e. When on leave at a dependent safe haven location, see Chapter 6.

f. See [computation example 1](#), [computation example 2](#), and [computation example 3](#).

**033302. Leave Taken while on a TDY with Long-Term Lodging (not Flat-Rate)**

When a traveler rents or leases lodging on a weekly, monthly, or long-term basis, the daily TDY lodging cost is computed by dividing the total periodic lodging cost by the number of days the traveler is authorized the lodging portion of the locality per diem rate ([62 Comp. Gen. 63 \(1982\)](#)). This computation presumes that the traveler acts prudently in renting by the week or month, and that the Government does not exceed the cost of renting conventional lodging at a daily rate.

<b>Table 3-21. Computation Example for Leave Taken While on a TDY with Long-Term Lodging (Not Flat-Rate Per Diem)</b>	
<b>Calculation Step</b>	<b>TDY with Leave</b>
<b>1</b>	A traveler is on a TDY at a location at which the per diem is \$136 (\$80/\$56)
<b>2</b>	Lodging (apartment and utilities) is obtained on a long-term basis for \$900 per month.
<b>3</b>	The daily lodging cost per month is \$30 (\$900 for 30 days).
<b>4</b>	In June, the traveler took leave for 10 days and is authorized per diem for only 20 days.
<b>5</b>	The daily lodging rate during June is \$45 per day (\$900 for 20 days). Since the \$45 per day lodging cost does not exceed the authorized \$80 per day locality ceiling, the traveler is reimbursed \$45 per day for 20 days of lodging in June.

**033303. Ship Relocated During Authorized Absence**

A. Eligibility. A Service member assigned to a ship who is on leave or liberty when the ship relocates may be eligible for travel allowances if he or she was not notified of the ship's relocation before

departing on leave. A Service member who was on emergency leave when the ship moved follows the policy in Chapter 4.

B. Allowances. A Service member may receive travel and transportation allowances to pay for the additional costs of returning to the ship at its new location, limited to the cost of transportation from the ship's old location to the new location.

1. Transportation in-kind is authorized for transoceanic travel.
2. Government-procured transportation is authorized, but the Service member is financially responsible for all costs above the limit. City Pair Program airfares are not authorized when the Service member's transportation cost is higher than the limit.

## **0334 Personal Emergencies While on TDY away from the PDS**

Refer to [DoDI 1327.06](#) and Service regulations for specifics on situations that warrant emergency leave. For emergency leave travel associated with medical situations, see Chapter 4.

### **033401. Service Member Personal Emergency Travel While on TDY**

A. Eligibility. A Service member who is on TDY, or assigned to a ship operating away from the home port, and experiences a personal emergency is authorized for travel and transportation allowances.

B. Allowances. The standard travel and transportation allowances specified in Chapter 2 are authorized for an eligible Service member to travel round trip from the TDY location, or location of a ship operating away from the home port, to the PDS or home port.

1. When emergency travel to a location other than the PDS or home port is authorized, then the standard travel and transportation allowances specified in Chapter 2 are reimbursed. When round-trip travel occurs, the reimbursement is limited to the costs between the TDY location, or ship operating away from home port location, and the PDS or home port, and return.

- a. If it is unnecessary to return to the TDY location, or to the ship operating away from the home port, when the personal emergency is finished, then the Service member is authorized limited return travel and transportation directly to the PDS or home port.

- b. If a Service member returns from the emergency leave location to the PDS instead of to the TDY location, then the reimbursement is limited. The total cost of travel from the TDY location to the emergency leave location and from the emergency leave location to the PDS is limited to the cost had the Service member traveled directly from the TDY location, or ship operating away from the home port, to the PDS or home port.

2. Space-required Government transportation must be used if reasonably available. A Service member who does not use available Government transportation is not reimbursed for transportation costs.

3. If space-required Government transportation is not reasonably available, then contracted City Pair Program airfares may be used. If travel to the emergency leave location is more expensive than travel to the PDS or home port, then City Pair Program airfares are not authorized.

4. Authority does not exist for one-way travel and transportation to a ship's new location if the Service member departed on emergency leave while the ship was in its home port.

5. Per diem is not authorized while the Service member is at the emergency leave location or any time his or her travel status is classified as leave or an administrative absence.

### **033402. Civilian Employee Personal Emergency Travel While on TDY**

If a civilian employee interrupts his or her TDY because of an incapacitating illness or injury, see par. 033102.

A. Eligibility. Civilian employees who are on TDY away from the PDS or home port and must discontinue or interrupt the mission before completion because of a personal emergency may be eligible for travel and transportation allowances.

B. Allowances. The DoD Component may authorize or approve the standard travel and transportation allowances specified in Chapter 2 based on the civilian employee's personal situation and the Service's or Component's mission. This authority may be delegated, but must be held to the highest administrative level practical to ensure adequate consideration and review of the circumstances surrounding the need for the emergency travel.

1. From TDY Location to Home or PDS. If a civilian employee discontinues his or her TDY and returns home or to the PDS, then transportation expenses and en route per diem may be authorized or approved from the interruption point to the PDS. The unused portion of the Government-funded transportation for the TDY must be used, if possible. City Pair Program airfares may be used. A new TDY order must be issued if the civilian employee returns to the TDY location after the personal emergency is resolved.

2. From TDY Location to Alternate Destination and Return to the TDY Location. A civilian employee who discontinues his or her TDY and takes leave for travel to an emergency leave location—other than the PDS or from the point at which the civilian employee was notified of the emergency—and then returns to the TDY location, may be authorized or approved certain excess travel costs.

a. The excess travel costs allowed are the excess actual travel costs from the point at which the civilian employee was notified of the emergency, to the emergency leave location, and return to the TDY assignment that exceeds the constructed cost of round-trip travel between the PDS and the emergency leave location. Refer to Table 3-17 for rules on calculating the excess transportation costs.

b. City Pair Program airfares cannot be used for travel to an emergency leave location and return to the TDY location.

c. If a civilian employee does not have sufficient personal funds to pay for transportation to an emergency leave location and the return trip to the TDY location, then the DoD Component may provide transportation for the civilian employee, or provide an advance of funds to enable the transportation purchase. The civilian employee must reimburse the Government for any Government-funded transportation cost or travel advance over the authorized or approved allowance.

### **0335 Service Member on A TDY after Evacuation**

#### **033501. Lodging Expenses for a Service Member on Leave during an**

### Authorized or Ordered Evacuation

A. Eligibility. A Service member who is on a TDY and takes leave to travel at personal expense to the safe haven where the dependent is evacuated, may be eligible for a lodging allowance if the Service member meets all of the following criteria:

1. Has an order to the TDY location for 31 or more days.
2. Receive per diem while at the TDY location to cover TDY lodging expenses because Government quarters are not available at no cost to the Service member.
3. Return to the TDY location immediately after completing the authorized leave.

B. Allowances. The Service member is authorized reimbursement for lodging retained at the TDY location, during leave, limited to the lodging portion of the locality per diem rate for the TDY location for each day. The allowance is claimed as a miscellaneous reimbursable expense.



## CHAPTER 4

### GOVERNMENT FUNDED LEAVE

#### 0401 Applicable Allowances for Government-Funded Leave Travel

##### 040101. Standard Transportation and Reimbursement

A. Standard Transportation. Transportation authorized in par. 020101 applies to this chapter; however, travelers must use Government transportation for Government-funded leave, when available. If the command determines that Government transportation is reasonably available and a traveler does not use it, then reimbursement is not authorized. A commander must determine “reasonable availability” after considering the frequency and scheduling of flights and other relevant circumstances, including those personal to the Service member. The AO determines the authorized transportation mode if Government transportation is unavailable.

Type of Leave	Transportation Mode		
	Government Transportation	Commercial Airplane, Bus, or Rail	Privately Owned Vehicle (POV)
Emergency Leave	Space required.	<ul style="list-style-type: none"> <li>• Transportation is limited to the policy constructed airfare.</li> <li>• An eligible traveler may use City Pair Program airfares between authorized locations. If travel is to a more expensive alternate destination, then the City Pair Program airfares cannot be used.</li> </ul>	<ul style="list-style-type: none"> <li>• Other Mileage Rate. (see par. 020210)</li> <li>• Transportation is limited to the policy constructed airfare.</li> </ul>
Emergency Visitation Travel (EVT)			
Funded Environmental and Morale Leave (FEML)			
Rest and Recuperation (R&R)			
Special R&R (SR&R)			

B. Standard Reimbursements. Table 4-2 lists the reimbursable expenses authorized and not authorized during Government-funded leave. When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. Reimbursable transportation costs include the actual ticket cost and those expenses identified in Table 4-2 when not included as part of the ticket cost.

<b>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</b>	<b>Allowances and Reimbursements not Authorized</b>
<ul style="list-style-type: none"> <li>● Travel Management Company fees.</li> <li>● Charges for the first checked bag up to the carrier's standard checked baggage allowance.</li> <li>● Arrival or departure taxes or fees.</li> <li>● Currency conversion fees for allowable transportation costs.</li> <li>● Ground transportation between interim airports.</li> </ul>	<ul style="list-style-type: none"> <li>● Per diem or meal tickets.</li> <li>● Excess accompanied baggage.</li> <li>● Unaccompanied baggage.</li> <li>● Transportation from the permanent duty station (PDS), home, or destination to the airport and return, except Government-FEML.</li> <li>● Terminal parking fees.</li> </ul>

## 0402 Emergency Leave for Service Members

### 040201. Transportation in Personal Emergencies

A. Eligibility. Criteria for a Service member or dependent to receive emergency leave transportation appear in Table 4-3. The personal emergency must be evaluated in accordance with [Department of Defense \(DoD\) Instruction \(DoDI\) 1327.06, "Leave and Liberty Policy and Procedures."](#) Cadets and midshipmen are not eligible for emergency leave transportation.

1. A Service member's domicile is relevant to personal emergency transportation if the Service member is stationed in the continental United States (CONUS). A "domicile" is a Service member's home of record, place from which entered (or called) to active duty, place of first enlistment, or permanent legal residence.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a Service member receives emergency leave travel. For escort of remains of a deceased Service member, see par. 032001.

<b>Traveler</b>	<b>Eligibility Criteria</b>
Service Member	<ul style="list-style-type: none"> <li>● On permanent duty outside the continental United States (OCONUS).</li> <li>● Assigned to a ship or unit operation OCONUS.</li> <li>● Has a domicile OCONUS and is on permanent duty or initial training in the CONUS, ordered to active duty with the PDS not designated in the order, or is a Service academy graduate and emergency leave location is OCONUS.</li> </ul>
Dependent	<ul style="list-style-type: none"> <li>● Is command-sponsored and residing OCONUS with the Service member.</li> <li>● Authorized to reside at a location OCONUS and for whom the Service member receives a station allowance while on permanent duty OCONUS.</li> <li>● A dependent residing in the CONUS with an emergency leave location OCONUS is eligible for travel allowances only if the Service member is on permanent duty OCONUS or has a domicile OCONUS. A dependent's domicile is irrelevant.</li> </ul>

B. Allowances. An eligible Service member or dependent is authorized transportation from locations listed in Table 4-4. A different destination may be approved through the Secretarial Process. Return transportation from the destination to the originating location or PDS is authorized if

transportation to the destination was under par. 0402. Additionally, travel across the CONUS is at Government expense if the CONUS must be crossed to get to the emergency-leave location OCONUS. See Section 0401 for transportation and reimbursable expenses.

C. Authorized Locations. Origins and destinations that are authorized for an eligible Service member or dependent on emergency leave travel appear in Table 4-4.

<b>Table 4-4. Authorized Origins and Destinations for Emergency Leave Travel</b>	
<b>Authorized Origins</b>	<b>Authorized Destinations</b>
<b>Eligible Service Member or Dependent in the CONUS</b>	
International airport nearest the Service member's PDS.	An international airport in a non-foreign area OCONUS, or any other location OCONUS, as determined by the Secretarial Process.
International airport nearest the dependent's location when notified of the personal emergency.	
<b>Eligible Service Member or Dependent OCONUS</b>	
<ul style="list-style-type: none"> <li>● A Service member's PDS.</li> <li>● The dependent's authorized location OCONUS.</li> <li>● The Service member's or dependent's location when notified of the personal emergency, if the location is OCONUS.</li> </ul>	<ul style="list-style-type: none"> <li>● The international airport in the CONUS closest* to the location from which the Service member or dependent departed and to which air transportation is available along a normally traveled international route. This is the only criterion for the cost limit to be used for transportation to another airport.</li> <li>● Any airport in the CONUS that is closer to the Service member's or dependent's destination if the transportation cost is less than the transportation cost to the international airport closest* to the location from which he or she departed and to which air transportation is available along a normally traveled international route.</li> <li>● An airport in a non-foreign area OCONUS.</li> <li>● Any foreign location OCONUS, as determined through the Secretarial Process.</li> </ul>
See <a href="#">computation example 1</a> , <a href="#">computation example 2</a> , <a href="#">computation example 3</a> , and <a href="#">computation example 4</a> .	

\*The closest port of entry in the CONUS is the standard of measure for determining the cost limitation ([37 U.S.C. § 481d](#)).

**Note:** No authority exists for one-way emergency leave transportation from the CONUS back to a PDS OCONUS if a Service member or dependent is on personal leave in the CONUS when the emergency occurs. Nor does authority exist for one-way emergency leave transportation from OCONUS back to the CONUS PDS if the Service member or dependent is on personal leave OCONUS when the emergency occurs.

## 0403 Emergency Visitation Travel (EVT)

The reasons for EVT are divided into five categories with varying allowances, requirements, and limitations and are detailed in the subsequent paragraphs.

### 040301. Travel in Response to a Medical Emergency, Eldercare, Death, or Unusual Personal Hardship

EVT is not discretionary for travel under this paragraph once the approval authority confirms the need.

A. Eligibility. A civilian employee or dependent residing with the civilian employee at a foreign PDS OCONUS is authorized transportation allowances in specific emergency circumstances ([10 U.S.C. § 1599b](#); [22 U.S.C. § 4081](#); and [Department of State Foreign Affairs Manual 3, Section 3740](#), “Emergency Visitation Travel (EVT),” June 22, 2012).

1. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee’s “actual residence” (see Appendix A).

a. Medical. Table 4-5 summarizes what a traveler may be authorized.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO with the assistance of medical authority, if available	<ul style="list-style-type: none"> <li>• The civilian employee <i>or</i> the civilian employee’s spouse or domestic partner can take one round trip to visit an <i>immediate</i> family member who is seriously ill or injured (see par. 040301-B).</li> <li>• If the civilian employee, spouse, or domestic partner returns to the PDS from the EVT visit, and the ill or injured family member subsequently dies, then the AO may authorize or approve a second trip.</li> </ul>	One round trip for each serious illness or injury of each family member.

(1) EVT is to visit an *immediate* family member who is seriously ill or injured, such that death is likely to occur.

(2) The AO must validate that the family member’s condition meets the requirements for EVT. A civilian employee’s request for EVT for a medical reason must include sufficient information to enable the AO—with the assistance of a medical authority, if available—to determine whether the medical condition of the family member to be visited is severe enough that death is likely to occur. The request must also include:

- (a) Name and address of the family member.
- (b) Family member’s relationship to the civilian employee or the civilian employee’s spouse or domestic partner.
- (c) Telephone number and e-mail address, if available, of the attending physician or hospital.
- (d) Name, address, and telephone number of a person at the family member’s location who may be contacted about the emergency and that person’s relationship to the family member.

(3) If the family member is located in a foreign area, the AO must request assistance from the nearest PDS or medical facility to validate that the family member's medical status meets the requirements for EVT.

b. Eldercare. Table 4-6 summarizes what a traveler may be authorized.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO	<ul style="list-style-type: none"> <li>• A civilian employee is limited to two round trips using EVT during his or her lifetime. The civilian employee's spouse or domestic partner is also limited to two round trips using EVT during the spouse's or domestic partner's lifetime.</li> <li>• The eligible traveler may use both EVT trips to visit one incapacitated parent, or may use one trip for each incapacitated parent.</li> </ul>	Two round trips over the lifetime of each eligible traveler.

(1) EVT for eldercare is authorized when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent when the parent may not be able to live independently.

(2) When requesting EVT for eldercare, the civilian employee must submit a written statement or certification to the AO. It must contain:

(a) The number of EVT trips already taken by the civilian employee, spouse, or domestic partner during his or her lifetime for eldercare. After an individual uses EVT for eldercare for two parents, he or she cannot select any additional parents for EVT purposes.

(b) The name and address of the parent and the care facility, if the parent is under temporary care away from the normal residence. When the EVT request is authorized or approved, the parent's identity and the EVT must be recorded in the civilian employee's personnel record.

(c) A detailed description of the circumstances for which EVT is requested.

(d) Details about the manner in which the person who stood in loco parentis has fulfilled the role in place of a biological, step-, or adoptive parent.

(3) The civilian employee may designate the civilian employee's spouse or domestic partner to travel in the civilian employee's place, or the civilian employee may travel in the spouse's or domestic partner's place.

c. Death of an Immediate Family Member. Table 4-7 summarizes what a traveler may be authorized.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO	<ul style="list-style-type: none"> <li>The civilian employee or the civilian employee's spouse or domestic partner is limited to one round trip to the place of interment when a family member dies. Travel must begin as soon as practicable upon notice of the death.</li> <li>When a civilian employee or the civilian employee's spouse or domestic partner visits a sibling at personal expense, and the sibling dies within 45 calendar days of when the traveler departed from the foreign PDS, then the traveler may elect either reimbursement for the round-trip visit already taken at personal expense or EVT round-trip transportation for the sibling's interment.</li> </ul>	One round trip and travel must begin as soon as practicable following death notification.

(1) EVT is authorized for the interment of a civilian employee's spouse or domestic partner; child—including a stepchild or adopted child—or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner.

(2) Either the civilian employee *or* the civilian employee's spouse or domestic partner may be eligible for EVT, but not both.

d. Death of a Civilian Employee or Dependent. Table 4-8 summarizes what a traveler may be authorized.

<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
AO	When a civilian employee or dependent dies in a foreign location, regardless of whether death occurs at the PDS or elsewhere in a foreign area, each of the civilian employee's dependents is authorized to accompany the body anywhere in the world.	One round trip to the place of interment for each eligible dependent who resides at the civilian employee's PDS.

e. Unusual Personal Hardship. EVT may be authorized for a civilian employee, spouse, or domestic partner who has exceptional circumstances that require emergency family visitation for reasons other than visiting an ill or injured family member, death of a family member, or care of an incapacitated parent. Table 4-9 summarizes what a traveler may be authorized. Requests must be supported by a statement from the civilian employee, detailing the exceptional circumstances. Documentation must:

(1) Include the nature of the circumstances and any available documentation relating to the circumstances of the request.

(2) Include the statement: “I [declare, certify, verify, or state] under the penalty of perjury under the laws of the United States of America that the foregoing is true and correct. Executed on [date]. [Signature]”.

<b>Table 4-9. Travel for Unusual Personal Hardship</b>		
<b>Authorizing or Approval Authority</b>	<b>Authorization</b>	<b>Limitation of EVT Visit</b>
Individual delegated authority by the DoD Component concerned	Each DoD Component establishes general criteria that warrant approval of EVT in exceptional circumstances for a civilian employee <i>or</i> a spouse or domestic partner residing with the civilian employee at a foreign PDS.	One round trip from PDS to EVT location and return.

2. The civilian employee *or* one dependent, but not both, is authorized EVT for a qualifying emergency. In exceptional circumstances, the AO may authorize or approve additional family members for EVT travel. Exceptional circumstances may include when:

- a. A critical injury occurs to a dependent child attending school away from the PDS.
- b. The civilian employee or dependent dies at the PDS and the remains are being returned for interment in the CONUS or a non-foreign area OCONUS.
- c. A nursing child needs to accompany the mother, or a preschool child needs to accompany a single parent.

3. A civilian employee is ineligible for EVT when either of the following situations occurs:

- a. The emergency travel is wholly within the foreign PDS area or country.
- b. The civilian employee is not at the foreign PDS OCONUS on one of the following:
  - (1) Leave in the CONUS or a non-foreign location OCONUS.
  - (2) Temporary duty in the CONUS or non-foreign location OCONUS.

4. A dependent is ineligible for EVT when the emergency travel is wholly within the foreign PDS area or country.

B. Allowances. An eligible civilian employee or dependent is authorized round-trip transportation from a foreign PDS to the CONUS or a non-foreign area OCONUS. In certain family emergencies, the AO may approve another location. Refer to Section 0401 for transportation and reimbursable expenses. The provisions below apply to each traveler.

1. Transportation

a. Transportation is authorized from the eligible civilian employee’s PDS to the CONUS or a non-foreign OCONUS location of the seriously ill, injured, or deceased dependent, or for eldercare.

(1) Use special or discounted fares offered for a short, round trip (excursion fares) with restrictions, such as minimum and maximum stays, to the maximum extent possible.

(2) Indirect routing may be authorized only when a civilian employee is performing official duties en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

b. When a civilian employee is on leave in a foreign location, or an eligible family member is in a foreign location away from the civilian employee's PDS, EVT allowances are limited to the Government's cost for traveling between the PDS and the EVT destination.

c. If the destination is in a foreign location, then reimbursement is limited to the transportation costs that would have been incurred between the civilian employee's PDS and actual residence. The only exception is if the traveler is using EVT to visit a person in a foreign location who is there because of the civilian employee's assignment at the foreign PDS. In such case, reimbursement is for the actual cost of transportation.

d. A civilian employee must repay the Government-paid or Government-reimbursed EVT expenses when EVT is used as a substitute for travel for purposes for which EVT is not authorized.

2. Travel Before Authorization. The civilian employee *or* the civilian employee's eligible spouse or domestic partner may travel before the AO authorizes the EVT.

a. Personally incurred transportation expenses may be reimbursed if the travel is approved after the fact.

b. The Government may provide transportation for EVT justified by medical reasons or for eldercare after the traveler executes a repayment acknowledgment. The repayment acknowledgment must include:

(1) "I certify that I have read and understand Joint Travel Regulations (JTR), Chapter 4, Section 0403, and related JTR sections, and that all expenditures made by the Government in connection with my emergency visitation travel, [or emergency visitation travel of my eligible spouse or domestic partner, [Name]], shall become my personal financial responsibility. These expenditures are subject to collection as an overpayment in the event that approval of such transportation is determined to be unwarranted under the provisions in par. 0403. If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump payments, or any other remedy."

(2) The civilian employee's signature.

c. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

d. In 30 or fewer calendar days after travel is completed, the EVT traveler must provide a written certification to the AO detailing the name, address, and relationship to the traveler of the person visited. The certification must:

(1) Detail the circumstances that necessitated the EVT, including any illness, health conditions, or other circumstances at the time of travel that met the requirements for EVT.

(2) Attach a report from the attending physician or hospital, describing the nature of the dependent's illness at the time of travel.

(3) Detail the parent's health status when travel is for eldercare.

(4) Detail the exceptional circumstances requiring the EVT.

(5) Include the signed and dated statement: "I [declare, certify, verify, or state] under penalty of perjury under the laws of the United States of America that the foregoing is true and correct."

e. Based on the statement and supporting documentation that the civilian employee, spouse, or domestic partner provides, the AO determines if the travel satisfied all of the requirements for EVT.

(1) If the travel meets the EVT requirements, then the AO issues the appropriate travel order for the EVT.

(2) If the travel does not meet the requirements, then the AO notifies the civilian employee or dependent that the conditions did not satisfy the requirements for EVT. The civilian employee may request reconsideration by providing the AO additional supporting documentation.

3. EVT Affects Other Types of Travel. See Chapter 5 for the effect of EVT on RAT and Chapter 6 for the effect on family visitation travel.

C. Funding. The civilian employee's command funds the EVT and reimburses the authorized expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Refer to DoDI 1400.25, Volumes (Vol.) 630, "DoD Civilian Personnel Management System: Leave," and 1260, "DoD Civilian Personnel Management System: Home Leave," both dated March 19, 2015, for information about charging leave.

## 0404 Funded Environmental and Morale Leave (FEML)

The FEML policy is established for a Service member in [DoDI 1327.06](#). This policy is adopted and used for civilian employees. When a Service member or civilian employee qualifies for both FEML and COT leave travel or RAT, then he or she is eligible for only one of the funded-transportation leave programs.

### 040401. FEML Transportation

#### A. Eligibility.

1. A Service member or a civilian employee may be eligible for FEML if he or she is stationed at an authorized FEML PDS for 24 or more consecutive months ([10 U.S.C. § 1599b](#) and [22 U.S.C. § 4081\(6\)](#)). The required 24 months can include a 12-month tour that is extended for an additional consecutive 12 months. FEML is not discretionary for travel under this paragraph when an individual meets eligibility requirements, unless otherwise prohibited in this regulation.

2. A dependent is eligible for FEML when residing with the Service member or civilian employee serving an accompanied tour, if the Service member's dependent is command-sponsored or the civilian employee's dependent is authorized. A student attending school away from the PDS is considered to be residing with the Service member or civilian employee in terms of FEML eligibility. An

authorized dependent may travel separately or alone, even if the Service member or civilian employee elects not to travel.

3. FEML may be combined with other official travel or another funded-leave transportation program. However, each traveler is eligible to take only the number of trips authorized in Table 4-10. Receiving dual allowances or comparable allowances from another Agency is not allowed. When two eligible Service members or civilian employees reside in the same household at the FEML PDS, each is authorized only one FEML trip. Any eligible dependent or family member who qualifies for FEML under both of the Service members or civilian employees may receive only one of the allowances. Similarly, if an eligible traveler's transportation is funded by a host government in a way that is comparable to FEML, the traveler is not eligible for a FEML trip.

4. The number of FEML trips an eligible traveler may take depends on the Service member's or civilian employee's tour length, as shown in Table 4-10. A Service member executing an in-place consecutive overseas tour (IPCOT) is authorized additional FEML trips based on Table 4-10, as is a civilian employee who signs a tour-renewal agreement. No more than two FEML trips are authorized for any overseas tour, including extensions to that tour.

5. The time frame for FEML travel is set closer to the middle of an eligible tour by limiting the number of months after it begins or before it ends when a traveler can use FEML. However, on a case-by-case basis, a Combatant Commander (CCDR) may waive the following three-month rule and six-month rule. FEML must be performed before the traveler completes his or her tour of duty ([CBCA 1067-TRAV, June 26, 2008](#)) and:

a. Should not be performed within three months of the beginning or end of a 12-month extension to a tour that previously was at least 24 months long but less than 36 months.

b. Should not be performed within six months after the beginning or six months before the end of a 24- or 36-month tour of duty.

<b>Table 4-10. FEML Trips Authorized by Assignment Length and Tour Extension</b>	
<b>Tour Length</b>	<b>Number of FEML Trips Authorized</b>
At least 24 months, but less than 36 months	1
Tour <i>extended</i> at least 12 months	1 additional
New tour <i>assignment</i> at least 24 months, but less than 36 months	1 additional*
At least 36 months	2
Tour <i>extended</i> for any length of time	0 additional
New tour <i>assignment</i> at least 24 months	1 additional*
New tour <i>assignment</i> at least 36 months	2 additional*

\* A new tour assignment, such as a Service member's IPCOT or when a civilian employee signs a renewal agreement, starts the number of FEML trip authorizations over. When a traveler on a 12-month tour to a FEML location without a dependent extends for a consecutive second 12-month tour, the traveler is only eligible for one funded-leave transportation program: COT travel (Service member only), RAT (civilian employee only), or FEML.

B. Allowances. An eligible traveler is authorized transportation from an authorized FEML origin to an authorized FEML destination. See Appendix S for a list of authorized FEML locations, destinations, and authorities designated to certify a place as a FEML location or destination. A Service

member or dependent and a civilian employee or family member may travel together or separately during FEML. Eligible travelers may not use cruise or tourist packages to or from the authorized destination. Refer to Section 0401 for transportation and reimbursable expenses.

1. Alternate Destination Transportation. An eligible traveler may select an alternate destination rather than the one listed in Appendix S.
  - a. Transportation reimbursement is for the actual cost of transportation, but the reimbursement cannot exceed the cost of Government-procured transportation between the FEML PDS and the authorized destination.
  - b. An eligible student attending school away from the PDS may be authorized FEML to join the family at the authorized FEML location or alternate destination. The Government-funded transportation costs from the school to the designated FEML location or alternate destination must not exceed the Government's cost had the dependent traveled from the PDS to the authorized FEML location.
  - c. See [computation example 1](#) and [computation example 2](#).

2. FEML Repayment. A civilian employee must repay the Government-paid or Government-reimbursed FEML expenses when he or she does not complete the tour for reasons other than:

- a. A compassionate transfer.
- b. A management initiated transfer.
- c. An involuntary separation that is no fault of the civilian employee.
- d. Training needs.
- e. A new assignment that shortens the length of the current tour, disqualifying FEML eligibility for a trip that was previously authorized and completed.

## 0405 Travel for Rest and Recuperation (R&R) Leave

Regular R&R leave and Special R&R (SR&R) leave policy is established in [DoDI 1327.06](#). This policy is adopted and used for civilian employees. A dependent or family member is ineligible for R&R leave transportation.

### 040501. R&R Leave

#### A. Eligibility.

1. A Service member or a civilian employee on a tour of duty for 12 months or more is eligible for R&R leave transportation when assigned to a location OCONUS identified in Table 4-11.
2. R&R leave can be combined with liberty, administrative absences, TDY, or travel for other purposes only when the Service member or civilian employee requests it. The CCDR or designated representative, who must be at least a General Officer or Flag Officer, may authorize the combined travel

if it is in the Government's best interest. Travelers may be eligible for additional R&R leave transportation depending upon the tour of duty identified in Table 4-12.

<b>Authorized Duty Location</b>	<b>R&amp;R Destination OCONUS</b>	<b>R&amp;R Destination in the CONUS</b>
Afghanistan	Airport closest to leave point	Airport closest to leave point
Chad (eff 1 Oct 2010)	Not applicable (N/A)	Dulles, Virginia* (Va.)
Cuba (JTF-GITMO only)	Muñiz Air National Guard Base, Puerto Rico	Naval Air Station Jacksonville or Naval Station Norfolk
Democratic Republic of Congo (eff 1 Oct 2010)	N/A	Dulles, Va.*
Djibouti	Airport closest to leave point	Airport closest to leave point
Ethiopia (eff 1 Oct 2010)	N/A	Baltimore, Maryland* (Md.)
Iraq	Airport closest to leave point	Airport closest to leave point
South West Asia (JTF-SWA only)	Frankfurt, Germany	Baltimore, Md.*
Jordan	Airport closest to leave point	Airport closest to leave point
Kenya (eff 1 Oct 2010)	N/A	Baltimore, Md.*
Pakistan	Airport closest to leave point	Airport closest to leave point
Somalia	Airport closest to leave point	Airport closest to leave point
Sudan (eff 1 Oct 2010)	N/A	Dulles, Va.*
Syria	Airport closest to leave point	Airport closest to leave point
Uganda (eff 1 Oct 2010)	N/A	Dulles, Va.*
Yemen	Airport closest to leave point	Airport closest to leave point

\*For international travel to Washington, D.C., or to Baltimore, Md., a City Pair Program airfare from origin to "WAS" airports constitute the airfare for constructing transportation costs.

#### B. Allowances.

1. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination, both of which are identified in Table 4-11.
2. A civilian employee stationed in Iraq, Afghanistan, or Pakistan uses Table 4-14.
3. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.
4. Refer to Section 0401 for transportation and reimbursable expenses.

5. See [computation example 1](#) and [computation example 2](#).

<b>Type of Tour</b>	<b>Criteria for Eligibility</b>
Standard	The eligible traveler must be at an authorized duty location listed in Table 4-11 for 91 or more days before taking the first R&R leave. One R&R leave trip is authorized for each standard 12-month tour.
Contingency	A traveler on a TDY for 12 months or more at a location OCONUS that is listed in

<b>Type of Tour</b>	<b>Criteria for Eligibility</b>
	Table 4-11 is eligible for one R&R leave trip after serving 60 or more consecutive days at the TDY site. The CCDR at the TDY location, or a designee not lower than the General or Flag Officer level, may waive the 60-day minimum requirement for R&R leave.
Extended	If the traveler volunteers to extend a 12-month tour of duty to 18 months or more, then the traveler is eligible for an additional R&R leave trip after serving 18 months in the authorized duty location.

C. Designating Authorities. The authorities listed in Table 4-13 designate the authorized duty locations and destinations for R&R leave, which must meet the requirements of DoDI 1327.06. Do not send designation requests to the Per Diem, Travel, and Transportation Allowance Committee.

<b>Service or Agency</b>	<b>Point of Contact for Requests</b>
DoD Services	Send requests through Combatant Command channels to Principal Deputy Under Secretary of Defense for Personnel and Readiness.
National Oceanic and Atmospheric Administration (NOAA)	Send requests to the Director of NOAA Corps.
U.S. Public Health Service	Send requests to the Assistant Secretary for Health, Department of Health and Human Services.
U.S. Coast Guard	Send requests to the Commandant (CG-133), U.S. Coast Guard.

## **040502. Official Duty in Iraq, Afghanistan, or Pakistan**

A. Eligibility. A civilian employee on a permanent duty assignment, temporary change of station, or TDY in Iraq, Afghanistan, or Pakistan for the specified amount of time is eligible for R&R leave transportation to the locations specified in Table 4-11.

1. An eligible civilian employee must be in an approved leave status while traveling to, from, and during the R&R leave trip (see [DoDI 1400.25, Vol. 630](#)).

2. The civilian employee is expected to return following the R&R leave trip. The Government has the authority to reclaim its costs for transporting a civilian employee who does not return to Iraq, Afghanistan, or Pakistan after the R&R leave trip.

B. Allowances. The number of R&R trips is specified in Table 4-14. An eligible traveler receives transportation allowances for round-trip travel between the authorized duty location and an authorized R&R destination. An eligible traveler may not use cruise or tourist packages to or from the authorized destination.

<b>Table 4-14. Duty Assignments for a Civilian Employee in Iraq, Afghanistan, or Pakistan that Receive R&amp;R Transportation</b>	
<b>Length of Assignment</b>	<b>Criteria for Eligibility</b>
At Least 6 Months but Less than 12 Months	A civilian employee eligible for R&R leave is authorized one round trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan.
12 Consecutive Months or More	A civilian employee eligible for R&R leave is authorized three round trips. He or she can take the first trip after serving a minimum of 60 days in Iraq, Afghanistan, or Pakistan and take the remaining trips at reasonable intervals.

### **040503. Special R&R (SR&R) Absence in Connection with a Tour Extension**

A. Eligibility. A Service member classified in a career specialty designated for SR&R must meet *all* of the following criteria to be eligible for SR&R transportation allowances:

1. Be entitled to basic pay.
2. Complete a tour of duty at a designated PDS OCONUS and execute an agreement to extend that tour for one or more years.

B. Allowances.

1. An eligible Service member may receive one of the following:
  - a. Round-trip transportation and 15 days of SR&R absence after completing a designated tour OCONUS of 12 or fewer months.
  - b. Round-trip transportation and 20 days of SR&R absence after completing a designated tour OCONUS of 12 or more months.
  - c. Special pay for an extension of duty instead of SR&R.
2. Round-trip transportation for SR&R leave is authorized between the PDS OCONUS and either the nearest port in the CONUS ([10 U.S.C. § 705\(b\)\(2\)](#)) or an alternate destination. The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between the PDS OCONUS and the nearest port in the CONUS. Refer to Section 0401 for transportation and reimbursable expenses. See [computation example 1](#) and [computation example 2](#).

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **MEMBERS ONLY**

#### SECTION 9: TEMPORARY LODGING

##### 5434 CONUS TEMPORARY LODGING EXPENSE (TLE)

A. Purpose. TLE is an allowance intended to partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in CONUS ICW a PCS.

B. TLE Authorized

1. General. A member is authorized TLE reimbursement NTE the number of days authorized in par. 5434-D:

- a. Before leaving the old CONUS PDS, designated place (App A), a member's CONUS HOR, and/ or technical school if the member is reporting to the first PDS;
- b. After arriving at the new CONUS PDS, designated place , and the member's first PDS, if the member is reporting there from HOR or initial technical school;
- c. When house hunting is performed after the member completes PCS travel to the new PDS (i.e., in conjunction with a PCS after arrival at the new PDS);
- d. For the elapsed time between PDSs when per diem is not payable;
- e. When the member's PCS order is canceled or revoked after the member occupies temporary Qtrs. The member is authorized TLE reimbursement up to the maximum number of days allowable;
- f. Upon initial arrival at a CONUS PDS and waiting for Gov't Qtrs assignment, or while completing arrangements for other permanent living accommodations when Gov't Qtrs are not available.
- g. For an acquired dependent(s) for the next PCS assignment which also includes the vicinity of the place at which the dependent was acquired, or
- h Incident to a move when entering active duty to the first PDS.

2. TLE Location. The TLE days covered must be used in the vicinity of the old/new PDS, designated place, and/or the member's CONUS HOR or initial technical school if the member is ordered to active duty.

3. Examples

a. If a member has 8 days elapsed time (e.g., proceed, delay, travel, etc.) between PDSs and the allowable travel time is 7 days, the member may be paid TLE for one day if spent near the old or new PDS. The additional available TLE days may be claimed for days spent:

- (1) Near the old PDS before (or after) the member checked out of the activity at the old PDS; and/or
- (2) At a designated place (App A) en route; and/or
- (3) Near the new PDS before (or after) the member checked into the new activity at the new PDS.

b. If a member has 22 days elapsed time between PDSs and the allowable travel time is 7 days, the member may be paid:

- (1) The maximum allowable TLE allowance for days spent at/near the old/new PDS; or
- (2) A designated place en route as described in the 8 day example.

C. TLE Not Authorized. A member is not authorized TLE:

1. When leaving active duty; or
2. For a house hunting trip taken before the member moves to the new PDS (i.e., not in conjunction with a PCS); or
3. On behalf of dependent(s) acquired after the a PCS order effective date; or
4. On behalf of dependent(s) who returned from an OCONUS location prior to PCS order issuance (Ch 5, Part A3c); or
5. On behalf of dependent(s) relocating for personal safety (par. 5153); or
6. When ordered to ITDY, or
7. When a Selected Reserve member is authorized limited PCS allowances from primary residence to duty station IAW par. 5065.

D. Time Limitations

1. CONUS. TLE reimbursement is limited to 10 days for a member who:
  - a. PCSs to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (par. 9150); or
  - b. Reports to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS; or
2. OCONUS. TLE reimbursement is limited to 5 days for a member who:
  - a. PCSs to an OCONUS PDS. A member may split the days between old CONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (par. 9150); or
  - b. Reports to the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and CONUS designated place, but not OCONUS (par. 9150).

E. Temporary TLE Increase

1. General. The maximum temporary TLE increase period is 60 days for a PCS to a CONUS PDS for which the Secretaries Concerned have collectively prescribed a temporary increase due to:
  - a. A major disaster (PDS must be located in a Presidentially declared disaster area), or
  - b. A sudden increase in the number of members assigned to the PDS.

2. TLE Temporarily Increased Locations:

Location	Effective Dates	Number of TLE Days
Traverse City, Michigan	12 June - 30 September 2017, NTE 60 days, completed before 30 September 2017	NTE 60 days

3. Limitations

a. Any TLE days used at the old CONUS PDS (on a PCS to a location with an extended TLE period) are deducted from the maximum number available at the extended TLE location.

b. On departure from an extended TLE location, the '10 day' or '5 day' TLE length rules apply.

4. Reimbursement Criteria. Reimbursement for a location authorized a temporary TLE increase (par. 5434-E2) is based on the following criteria:

a. The eligible member arrives before/after and ends within the effective TLE dates NTE the maximum number of TLE days for the location.

b. The member is eligible for 5 or 10 days, whichever is applicable per par. 5434, if the TLE start date is within the location effective date but terminates beyond the authorized dates; or if departing the PDS.

5. Examples

a. Member Reports before the Start of the Extended Period. If the full 10 TLE days are used before the start of the extended period, no further TLE is authorized for that PCS. If the 10 day period extends into the extended period, the member's TLE may extend for the maximum number of days (less any days used at the old CONUS PDS).

b. Member Departs before the End of the Extended Period. Since the extended period is intended to accommodate members ordered to the extended TLE location, the 10 day' or 5 day TLE rules apply on departure.

F. Temporary Qtrs

1. General. Temporary Qtrs for the member/dependent(s):

a. Must be a temporary residence; and

b. Must be in the vicinity of the old and/or new PDS/designated place ; and

c. May be allowed if assigned family type Gov't Qtrs are not occupied because:

(1) HHG have not been shipped from the old PDS; or

(2) HHG have not been received at the new PDS; or

(3) Gov't Qtrs are undergoing repair/renovation; or

(4) HHG have been packed, picked up and/or shipped from the losing PDS; or

(5) For similar reasons.

2. Lodging Receipts. Lodging receipts are required by [DoD FMR 7000.14-R, Volume 9](#).

3. Lodging with Friends/Relatives. When the member/dependent(s) stay with friends/relatives, lodging cost is not authorized but the TLE meal portion is payable.

G. Reimbursement

1. Member Married to Member. When both spouses are members:

- a. Each may be reimbursed up to \$290/day, and
- b. Both may not claim the same dependent(s) for TLE on the same days, and
- c. One member may not claim the other member for TLE payment, and
- d. TLE may be paid, in addition to TQSE for employees, (Ch 5, Part B9) as long as TLE and TQSE payments cover different expenses. Duplicate payment for the same expenses is not authorized.
- e. The couple may not each receive PCS travel and transportation allowance payments for the same purpose or expense ([54 Comp. Gen. 892 \(1975\)](#)).

2. Per Diem Rate. The locality per diem rate based on the PDS (or designated place, HOR or initial follow on technical training, if applicable) location is used for TLE reimbursement.

3. Maximum TLE Reimbursement. :

a. General

- (1) A member may be reimbursed a maximum of \$290/day for TLE expenses when the member and dependent(s) occupy temporary Qtrs on the same or different days ([B-221732, 10 April 1987](#)); and
- (2) A member may choose the days TLE is claimed when occupying temporary Qtrs on different days than the dependent(s); and
- (3) Dependent(s) may occupy temporary Qtrs on different days, but TLE is determined as if lodgings were occupied on the same days; and

b. Gov't Qtrs

- (1) A member should use adequate and available Gov't Qtrs on the U.S. Installation from which departing and/ or to which ordered. This applies to all TLE while in the vicinity of the old PDS before actual departure and while in the vicinity of the new PDS after actual arrival.
- (2) There is no requirement to use Gov't Qtrs in the vicinity of a designated place (see App A).
- (3) For TLE purposes, when Gov't Qtrs are available and other lodgings are used, lodging reimbursement is limited to the Gov't Qtrs' cost or locality lodging rate, whichever is lower.
- (4) Per USD(P&R) Memorandum, dated 29 August 1995, DoD travelers are not required to obtain paper non-availability statements to justify reimbursement for commercial lodging and per diem.
- (5) Non-availability must be documented, by the member, by one of the following:
  - (a) A non-availability confirmation number provided by the Service's lodging registration process; or
  - (b) The date the member attempted to make reservations, along with the phone number and name of the billeting office PoC; or

(c) Member certification that Gov't Qtrs were not available before departure from the old PDS and/or after arrival at the new PDS.

4. Reimbursement Example:

- a. A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April).
- b. The member's dependent(s) also occupy temporary Qtrs for 12 days (18 to 29 April).
- c. The member selects 1 to 10 April (member) and 18 to 27 April (dependents) for TLE.
- d. Reimbursement for the daily combined total expenses of the member and dependent(s) (e.g., 1 April for the member and 18 April for the dependents) must not exceed \$290/day.

5. Reimbursement Computation

a. Step 1: Determine the Daily Lodging Ceiling and M&IE Rate. Multiply the percentage in the following table by the applicable locality lodging and M&IE rates.

No. of Eligible Persons Occupying Temporary Qtrs	Percentage Applicable
Member or 1 dependent:	65%
Member and 1 dependent, or 2 dependents only:	100%
For each additional dependent age 12 and over, add:	35%
For each additional dependent under age 12, add:	25%

NOTES: The above percentage factors are used for both lodging and M&IE unless:

- 1. For member married to member couples, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent as shown in Examples 3 and 4.
- 2. For a member with multiple dependents occupying the same temporary lodging, add each dependent starting with the oldest dependent to get the correct percentage rate as shown in examples 2, 4 and 5. A member with two dependents, one over 12 and one under 12 is 125% (member and dependent over 12 is 100%, dependent under 12 is 25%).

b. Step 2: Determine the Lodging Cost. Compare the actual daily lodging cost (including lodging tax) to the lodging cost ceiling found in Step 1. Use the lesser.

c. Step 3: Determine the Gross Daily Equivalency. Add the Step 2 result to the Sep 1 daily M&IE rate.

d. Step 4: Determine the Applicable Daily Rate. Compare \$290 with the Step 3 amount. Pay the lesser of these two amounts for that day.

H. TLE Computation Examples. The locality per diem rate(s) used in these examples may not be the rate(s) currently in effect and is/are for illustration purposes only.

1. Member with No Dependents

A member without dependents is PCS'd between two CONUS PDSs. Before and after reporting at the new PDS, the member occupies temporary private sector lodgings at the new PDS for 4 nights at \$47.50/night (\$42.75 plus \$4.75 tax). The new PDS locality per diem rate is \$129 (\$83/ \$46). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:		
1. Determine maximum rates (Given percent x locality rate).	M&IE:	65% x \$46 = \$29.90
	Lodging:	65% x \$83 = \$53.95

2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.	\$47.50 vs. \$53.95 \$47.50
3. Add the Step 1 M&IE to the selected lodging in Step 2.	\$29.90 + \$47.50 = \$77.40
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$77.40.	\$290.00 vs. \$77.40 \$77.40/day x 4 days = \$309.60

2. Member with 3 Dependents

A member (with a spouse (not entitled to basic pay) and two children (ages 12 and 9)) is PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$142 (\$91/ \$51) applies to both PDSs. After reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 8 nights at \$80/night (\$72 plus \$8 tax). The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x \$51 = \$81.60 160% x \$91 = \$145.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$80 vs. \$145.60 \$80
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$81.60 + \$80.00 = \$161.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$161.60.		\$290 vs. \$ 161.60 \$161.60/day x 8 days=\$1,292.80

3. Member Married to Member with 2 Dependents

A member married to member couple with two dependents (ages 14 and 10) are PCS'd between two CONUS PDSs. The Standard CONUS per diem rate of \$142 (\$91/ \$51) applies to both PDSs. Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 6 nights at \$100/night (\$90 plus \$10 tax). Each member is authorized TLE NTE \$290/day for 10 days. The \$100/night lodging cost is halved between the two members. The members certify that Gov't Qtrs are not available. The members are authorized TLE, computed as follows:

Member #1 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x \$51 = \$51 100% x \$91 = \$91
2. Compare the actual daily lodging cost (including tax) to the Step 1 maximum lodging rate and use the lesser.		\$50 vs. \$91 \$50
3. Add the Step 1 M&IE to the Step 2 lodging cost.		\$51 + \$50 = \$ 101
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$101.		\$290 vs. \$101 \$101/day x 6 days = \$606
Member #2 (with 1 dependent)		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	100% x \$51 = \$51 100% x \$91 = \$91
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$50 vs. \$91 \$50
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$51 + \$50 = \$ 101
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$96.		\$290 vs. \$101 \$101/day x 6 days = \$606
The daily rate paid to each member is \$101. The combined daily amount paid to both members is \$202.00 (\$101 + \$101). The combined amount paid to both members for 6 days is \$1,212 (\$202/day x 6 days or \$606 + \$606).		

4. Member Married to Member with 2 Dependents, when Each Member Claims the 2 Dependent Children for Different Days

A member married to member couple with two dependents, (ages 5 and 7), are PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$149 (\$93/ \$56). Before and after reporting at the new PDS, the members and dependents occupy temporary private sector lodgings off post for 30 nights at \$120/night (\$110 plus \$10 tax). Each

member is authorized TLE NTE \$290/day for 10 days. The \$120 lodging cost is the same rate regardless of how many people occupy the room. The members certify that Gov't Qtrs are not available. NOTE: In this example, each member claims the two dependent children but for different days. The members are authorized TLE, computed as follows:		
<b>Member #1 (with 2 dependents)</b>		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.		\$290.00 vs. \$186.25 \$186.25/day x 10 days = 1,862.50
<b>Member #2 (with 2 dependents)</b>		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	125% x \$56.00 = \$ 70.00 125% x \$93.00 = \$ 116.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging and use the lesser.		\$120.00 vs. \$116.25 \$116.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$70.00 + \$116.25 = \$186.25
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$143.75.		\$290.00 vs. \$186.26 \$186.25/day x 10 days = 1,862.50
The first member may claim TLE for any 10 day period and the second member may claim TLE for any other 10 day period (with no overlap in days) in temporary private sector lodgings. Each member is authorized the maximum of 10 days (\$290/day x 10 days = \$2,900). The combined amount paid to both members for 20 days is \$3,725 (\$1,862.50 + \$1,862.50).		

5. Member with a Spouse and 2 Dependent Children

A member with a spouse (the spouse is not entitled to basic pay) and two children (ages 14 and 11) is PCS'd between two CONUS PDSs. Before departing the old PDS, the member and dependents occupy temporary private sector lodgings off post for 2 nights at \$195/night (\$170 plus \$25 tax). The old PDS locality per diem rate is \$232 (\$161/ \$71). Before and after reporting to the new PDS, the member and dependents occupy temporary private sector lodgings off post for 6 nights at \$85/night (\$77 plus \$8 tax). The new PDS locality per diem rate is \$136.00 (\$90/ \$46). The member certifies that Gov't Qtrs are not available at either PDS. The member is authorized TLE computed as follows:		
<b>OLD PDS</b>		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x \$71.00 = \$113.60 160% x \$161.00 = \$257.60
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		\$195 vs. \$257.60 \$195
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$113.60 + \$195 = \$308.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.		\$290 vs. \$308.60 \$290/day x 2 days = \$580
<b>NEW PDS</b>		
1. Determine maximum rates (Given percent x locality rate).	M&IE: Lodging:	160% x \$46.00 = \$73.60 160% x \$90.00 = \$144.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.		\$85 vs. \$144 \$85
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$73.60 + \$85.00 = \$158.60
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$158.60.		\$290 vs. \$158.60 \$158.60/day x 6 days = \$951.60
The member is authorized a total of \$1,531.60 (\$580 + \$951.60) for TLE.		

6. Member Occupies Temporary Qtrs at New PDS and Spouse and Dependent Children Occupy Temporary Qtrs at Old PDS

A member occupies temporary Qtrs at the new PDS for 12 days (1 to 12 April) at \$52/night (\$47 plus \$5 tax). The new
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PDS locality per diem rate is \$129 (\$83/ \$46). The member's dependents (spouse and one child) occupy temporary private sector lodgings at the old PDS for 12 days (18 to 29 April) at \$60/night (\$54 plus \$6 tax). The old PDS locality per diem rate is \$132 (\$86/ \$46). The member selected 1 to 10 April (member) and 18 to 27 April (dependents) for TLE. The member certifies that Gov't Qtrs are not available at either location. The member is authorized TLE, computed as follows:

	Member (New PDS)	Dependent(s) (Old PDS)
1. Determine max rate (Given percent x locality rate)		
M&IE	65% x \$46.00 = \$29.90	100% x \$46.00 = \$46.00
Lodging	65% x \$83.00 = \$53.95	100% x \$86.00 = \$86.00
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate. Use the lesser.	\$52.00 vs. \$53.95 \$52.00	\$60.00 vs. \$86.00 \$60.00
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	\$29.90 + \$52 = 81.90	\$46.00 + \$60.00 = 106.00
Combined Total:		\$81.90 + \$106.00 = \$187.90
4. Compare \$290 with the Step 3 combined total and pay the lesser amount for each day. Pay \$187.90.		\$290.00 vs. \$187.90 \$187.90/day x 10 days = \$1,879.00

**7. Member with Spouse and 3 Dependent Children (2 Rooms Occupied)**

A member with a spouse (the spouse is not entitled to basic pay) and three children (ages 14, 12 and 9) is PCS'd between two CONUS PDSs. The new PDS locality per diem rate is \$166 (\$115/ \$51). After reporting to the new PDS, the member and dependents occupy 2 rooms as temporary private sector lodgings off post for 8 nights at \$114/night (\$99 plus \$15 tax) for each room, totaling \$228/night. The member certifies that Gov't Qtrs are not available. The member is authorized TLE, computed as follows:

1. Determine maximum rates (Given percent x locality rate). (Member & spouse 100% plus 2 dependents age 12 and older (35% + 35%) 70% and one dependent (under age 12) 25% for a total of 195%)	M&IE: Lodging:	195% x \$51 = \$99.45 195% x \$115 = \$224.25
2. Compare the actual daily lodging cost (including lodging tax) to the Step 1 maximum lodging rate and use the lesser.		(2 x \$114) = \$228 vs. \$224.25 \$224.25
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.		\$99.45 + \$224.25 = 323.70
4. Compare \$290 with the Step 3 amount and pay the lesser amount for each day. Pay \$290.		\$290 vs. \$323.70 \$290/day x 8 days = \$2,320.00

**I. Funds Advance**

- General.** An advance may be paid for the average number of days (as determined by the Secretarial Process) for which TLE is paid ICW a PCS to that PDS.
- CONUS Advance.** The advance is limited to the maximum amount for 10 days if the new PDS is in CONUS.
- OCONUS Advance.** The advance is limited to the maximum amount for 5 days if the new PDS is OCONUS.

**5436 OCONUS TEMPORARY LODGING ALLOWANCE (TLA)**

TLA is an allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. See Ch 9, Part C for information on TLA.

## CHAPTER 5: PERMANENT DUTY TRAVEL

### PART A: **MEMBERS ONLY**

#### SECTION 10: DISLOCATION ALLOWANCE (DLA)

##### 5438 PURPOSE

The purpose of DLA is to partially reimburse a member, with or without a dependent(s), for the expenses incurred in relocating the member's household:

1. On a PCS,
2. On a housing move ordered for the Gov't's convenience (par. 5446-A), or
3. Incident to an evacuation (pars. 6060 and 6115).

This allowance is in addition to all other allowances authorized in the JTR and may be paid in advance ([37 USC §477](#)).

##### 5440 DEFINITION OF TERMS

###### A. Member with Dependent(s)

1. As used in this Part, "member with dependent(s)" means a member who, on the PCS order effective date, has dependent(s) authorized transportation ICW the PCS.
2. A member, whose spouse is a dependent on the member's PCS order effective date, is a member with dependent for DLA purposes, even though the spouse was a former member and received travel allowances upon separation from the Service ([63 Comp. Gen. 55 \(1983\)](#)).

###### B. Member without Dependent(s). As used in this Part, "member without dependent(s)" means a member who:

1. Has no dependent(s);
2. Is not authorized travel and transportation allowances for travel of a dependent(s) under par. 5076 ICW a PCS (see par. 5440-A for an exception); or
3. Has dependent(s) authorized travel and transportation allowances under par. 5074, but the dependent(s) does not relocate ICW a PCS ([59 Comp. Gen. 376 \(1980\)](#)).

##### 5442 DLA AUTHORIZED

###### A. Member with Dependent(s). A member with a dependent(s) is authorized a DLA when the dependent(s):

1. Relocates ICW a PCS,
2. Moves ICW the closure or realignment of a military Installation (par. 5442-Q),
3. Move to a designated place incident to an evacuation (IAW pars. 6060 and 6115), or
4. As otherwise authorized in this Part.

B. Member without Dependent(s). A member without a dependent(s) is authorized DLA when:

1. Relocated ICW a PCS to a PDS where Gov't Qtrs are not Assigned. DLA authority continues to exist if Gov't Qtrs' assignment and occupancy upon arrival at a new PDS is for 60 or fewer days. When calculating the 60 days, exclude days the member is deployed or TDY. In justifiable cases, up to 60 additional days may be authorized/approved by the member's commanding officer for a maximum of 120 days, or
2. Ordered to, and actually does, move ICW the closure or realignment of a U.S. Installation (par. 5442-Q).

C. Household Relocation Incident to Alert Notification. A member with dependent(s),

1. Who relocates the household incident to an official alert notification,
2. But before a PCS order is issued, which provides for transfer to an OCONUS PDS to which dependent travel is not authorized under par. 5144,

is authorized the DLA only when the PCS has been completed.

D. DLA when a Member Married to Member Couple Is Transferred to a New PDS. One DLA (at the rate payable to the senior member) is authorized to be paid to a member married to member couple, assigned to family type Gov't Qtrs, if both:

1. Are without dependents, and
2. Move to a new PDS.

Table 5G-3 is for a member, married to a member, who incident to a PCS disestablishes a household at one PDS and establishes a household at a new PDS.

E. DLA when a Member is Directed by Competent Authority to Vacate a Private Sector Residence. A member authorized a short distance HHG move from a private sector residence to another private sector residence for the Gov't's convenience under the conditions in par. 5264 is authorized a DLA. This does not include moves to or from privatized housing.

F. A Member's Old and New PDSs Are in Proximity to Each Other or a Member Is Reassigned between Activities at the Same PDS. A DLA is payable when the old and new PDSs are in proximity to each other or when a member is reassigned between activities at the same PDS (see par. 5260-B), only when a member is authorized a short distance HHG move at Gov't expense ([42 Comp. Gen. 460 \(1963\)](#)).

G. PCS between PDSs Not in Proximity to Each Other

1. A statement that the household relocation was necessary as a direct result of the PCS is required to support DLA payment when dependents make a proximity move based on a PCS between PDSs not in proximity to each other.
2. The member's statement must be accepted when the PCS is from or to a dependent restricted tour.
3. A statement from the new PDS commanding officer, or from that commanding officer's designated representative, is required to document that the relocation is a direct result of the PCS or ITDY assignment when the PCS is not from or to a dependent restricted tour or is to or from an ITDY assignment.
4. The designated representative may not re-delegate this authority.
5. DLA is payable for proximity moves performed under an ITDY order. See 37 USC §476(e) and 37 USC §477.

H. Dependent Movement to/from a Designated Place

1. DLA is payable when the dependents complete travel if moved to/from a designated place on the member's PCS order.
2. No further DLA authority accrues for that PCS unless authorized under par. 5442-N.
3. DLA is paid when, ICW an evacuation, eligible dependents move to a designated place. See pars. 6060 and 6115.

I. Transfer to CONUS Hospital

1. Transfer to a CONUS Hospital from OCONUS. DLA is payable to a member with dependents who is transferred from OCONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer.
2. Transfer to a CONUS Hospital from inside CONUS. DLA is payable to a member with dependents who is transferred from inside CONUS to a CONUS hospital for observation and treatment and who relocates the household incident to such transfer. A statement of prolonged hospitalization is required from the receiving hospital commanding officer.

J. Inter-service Transfer. When a member is:

1. Separated/relieved from active duty to continue on active duty in another Service, and
2. Transferred with no break in service from one Service to another under the authority of [10 USC 716](#) or any similar statutory provision,

the member is authorized DLA when the household is relocated incident to an ordered PCS resulting from a change of service. NOTE: The service performed after such separation is a continuation of the prior period of service.

K. Order Amended, Modified, Canceled, or Revoked

1. When a PCS order is amended, modified, canceled, or revoked to direct the member to return to the station from which transferred, a DLA is payable if the member and/or dependent actually move from the place of residence before the date the order is amended, modified, canceled, or revoked.
2. If a member and/or dependents actually move from the place of residence ICW a PCS order and complete a move to a new location and then that PCS order is amended, modified, canceled, or revoked to either direct the member to return to the old station or to direct the member to a different new PDS, then a DLA is payable ICW each move.
  - a. No more than two DLAs are authorized.
  - b. In this situation only, the amount of the second DLA paid is taken from Table 5G-2.
  - c. More than one DLA for a dependent who moves twice under the authority in par. 5114-C1 is not authorized.

L. Member without Dependents Assigned to Two Crew Nuclear Submarine

1. No Home Port Change. A member without dependents assigned to a two crew nuclear submarine is authorized DLA upon arrival at the ship's home port, provided the member is not assigned Gov't Qtrs and occupies a private sector residence for a period of more than 15 days before reporting aboard the assigned ship ([57 Comp. Gen. 178 \(1977\)](#)).

2. Home Port Change. A member without dependents, assigned to a two crew nuclear submarine when the home port is changed, is authorized DLA at the new home port, provided the member is not assigned to Gov't Qtrs and occupies a private sector residence for a period of more than 15 days ([59 Comp. Gen. 221 \(1980\)](#)).

M. Member Reported as Dead or Absent for more than 29 Days in a Missing Status. DLA is payable for movement of dependents of a member who is reported as dead or absent for a period of more than 29 days in a missing status (see par. 5152).

N. In Place Consecutive Overseas Tour (IPCOT). A member at an OCONUS PDS whose tour status changes from accompanied to unaccompanied or from unaccompanied to accompanied at the same PDS after initial tour of duty completion is authorized DLA if the dependents make an authorized move to or from the OCONUS PDS ICW the change of tour status.

O. Early Return of Dependents. Incident to the early return of all of a member's dependents under par. 5098, 5100, or 5102, the member is authorized DLA the day one or more dependents arrive at the permanent residence location or the day all the dependents have departed the member's overseas station, whichever is later. A DLA is not authorized if dependents are authorized to return to the member's OCONUS PDS.

P. Member Who Has No Dependents and Is Assigned to a Ship. A member is authorized DLA ([73 Comp. Gen. 6 \(1993\)](#)) if the member:

1. Has no dependent (NOTE: DLA at the without dependent rate is payable under par. 5442-P to a member, who is a member with dependents for housing purposes solely because the member is paying child support.), and
2. Is assigned to permanent duty aboard a ship, and
3. Elects not to occupy assigned shipboard Qtrs for a member above the grade of E-5 or is authorized BAH for a member in the grade of E-5 or E-4 as appropriate, and
4. Occupies private sector housing ashore.

Q. Ordered to Move ICW a Base Realignment and Closure (BRAC) of a Military Installation

1. A member is authorized DLA when the member is ordered to move ICW a BRAC Commission action on a military Installation and, as a result, the member's dependent actually moves or, in the case of a member without dependent, the member actually moves.
2. For this subpar., the term military Installation means a base, camp, post, station, yard, center, home port facility of any ship, or other activity, including any leased facility.
3. The term "realignment" includes any action which both reduces and relocates functions and civilian personnel positions, but does not include a reduction in force resulting from workload adjustments, reduced personnel or funding levels, or skill imbalances ([10 USC §2687\(e\)\(3\)](#)).

R. Member without Dependents Elects Not to Occupy Inadequate Gov't Qtrs. A member above the grade of E-5 is authorized DLA if the member:

1. Has no dependent,
2. Is assigned to Qtrs of the U.S. that do not meet the minimum adequacy standards established by DoD for members in such grade, or
3. Is assigned to a housing facility under the jurisdiction of a uniformed service that does not meet such standards, and

4. Elects not to occupy such Qtrs or facility.

S. Both Spouses below Grade E-6 Assigned to Sea Duty. The senior spouse of a member married to member couple (both below Grade E-6) is authorized DLA if the spouses:

1. Have no dependents,
2. Are assigned simultaneously to permanent duty aboard ship(s),
3. Elect not to occupy assigned shipboard Qtrs, and
4. Occupy a private sector residence or family type Gov't Qtrs ashore.

See [73 Comp. Gen. 6 \(1993\)](#).

T. ITDY. DLA (also see exception to one DLA per year rule) is payable when dependents relocate ICW an ITDY order.

#### **5444 DLA NOT AUTHORIZED**

DLA is not authorized ICW a PCS:

1. From home or from PLEAD to first PDS unless the dependents actually move from the member's residence to the PDS or designated place ICW the PCS (if the dependents do not relocate to the new PDS, or the member has no dependents, DLA is not authorized from home or PLEAD to the first PDS);
2. From last PDS to home or to the PLEAD;
3. From last PDS in one period of service to first PDS in another period of service when there was no ordered PCS between those stations;
4. When the member does not relocate the household (e.g., the member continues to commute from the same residence) NOTE: Household relocation is not limited to transporting HHG. A member may relocate the household and neither transport HHG nor move dependents (e.g., A member with dependents who leaves the dependents in place and moves to the new PDS taking some personal belongings has in fact relocated the household. This member may be eligible for a DLA at the without dependent rate if Gov't Qtrs are not available at the new PDS. This item does not apply to a member on a PCS from home or from PLEAD to first PDS. See par. 5444-1 with which this item does not conflict.);
5. For a member with dependents, ICW PCS travel performed under the conditions outlined in pars. 5076-A1 through 5076-A4, 5076-B1 through 5076-b6; and 5076-c3; or
6. Local short distance moves IAW par. Ch 5, Part A5f, except as authorized in pars. 5442-F, 5442-G, 5442-Q, and 5446.
7. For a Selected Reserve member authorized limited PCS allowances from primary residence to duty station IAW par. **5065**.

#### **5446 PARTIAL DLA ELIGIBILITY**

A. Partial DLA Authorized for Housing Moves at a PDS for the Gov't's Convenience. A partial DLA of \$733.16 (effective 1 January 2017 ) must be paid to a member who is ordered to occupy/vacate family-type Gov't Qtrs due to:

1. Privatization,

2. Renovation, or
3. Any other reason for the Gov't's convenience other than PCS.

B. Partial DLA Not Authorized for Local Moves. Partial DLA is not authorized for the following local moves:

1. From Gov't Qtrs upon separation/retirement;
2. Incident to PCS;
3. Change in family size or bedroom requirement for the member's convenience including promotion;
4. Voluntarily member initiated (Exception: Gov't directed moves under pars. 5262-E and 5262-F);
5. Pending divorce or family separation;
6. Due to the member's misconduct; or
7. From privatized housing to privatized housing.

**5448 DETERMINING AMOUNT PAYABLE**

A. General. DLA:

1. Rates are in Table 5G-1 (and Table 5G-2 for secondary DLA IAW par. 5442-K only).
2. Is based on the member being with or without dependents (par. 5440) on the PCS order effective date or the order directing the member to move ICW a military Installation closure or realignment.

B. Dependent Authorized to Relocate ICW PCS but Delays Travel

1. When a dependent is authorized to travel but does not move with the member, DLA at the without-dependent rate may be paid, provided the member is not assigned Gov't Qtrs at the new PDS.
2. If the dependent later joins the member and is authorized dependent travel at Gov't expense, the member may be paid the difference between DLA at the with-dependent rate and the without-dependent rate.

**5450 FISCAL YEAR LIMITATION ON PAYMENT OF DLA**

A. General. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year.

B. Exceptions

1. The one DLA per fiscal year limitation does not apply to partial DLA.
2. Under [37 USC §477](#), a member is authorized only one DLA during a fiscal year, unless the:
  - a. Secretary concerned determines Service exigencies require more than one PCS during the current fiscal year.
    - (1) Army, Navy, Air Force, Marine Corps. The authority to make this determination may be delegated no lower than general/flag officer level in the Army, Navy, Air Force, O-6 in the Marine Corps, at the headquarters level that directs assignments for the Service concerned.
    - (2) Coast Guard. Delegation is to the Commander, Coast Guard Personnel Service Center (CGPSC)

- with no further re-delegation authorized.
- (3) NOAA Corps. Delegation is to the Director of the NOAA Corps only.
- b. Member is on PCS to, from, or between courses conducted, controlled and managed by one or more of the Services;
  - c. Eligible dependents are relocated to a designated place incident to an evacuation (pars. 6060 and 6115);
  - d. Movement of a member's household is made ICW a national emergency or in time of war;
  - e. Movement of a member and/or a dependent(s) is made as envisioned by par. 5442-K, 5442-M or 5442-O;
  - f. Movement of member's and or dependent's household is made ICW base realignment or closure (BRAC);
  - g. Member's dependents relocate incident to the member being assigned to ITDY (pars. 031201 and Ch 5);  
or
  - h. Member is ordered to a unit undergoing a change of home port for commissioning and outfitting; a change of home port for overhaul; or a shore unit undergoing a change in ultimate PDS.

C. Application of Fiscal Year Limitation on DLA Payment

1. When determining the fiscal year in which DLA authority occurs, the member's departure (detachment) date from the old PDS in compliance with the PCS order governs.
2. Prior PCS moves in the same fiscal year for which a DLA was not authorized must be excluded from the computation. Example: PCS moves of a member without dependents when assigned to Gov't Qtrs carry no DLA authority. Example: Multiple DLA payments are appropriate for PCS moves to, from, or between courses conducted at a Service Installation , or conducted, controlled and managed by one or more of the Services at a civilian educational institution, or elsewhere.
3. Except under the conditions in pars. 5450-B2b, 5450-B2e, and 5450-C2, all PCS moves (including those approved by the Secretary concerned) are counted to determine if the statutory limitation applies and Secretarial approval of DLA for the next PCS is required.

5452 DLA RATES

A. Primary DLA Rates

PRIMARY DLA RATES Table 5G-1 Effective 1 January 2017		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$3,792.89	\$4,669.01
O-9	\$3,792.89	\$4,669.01
O-8	\$3,792.89	\$4,669.01
O-7	\$3,792.89	\$4,669.01
O-6	\$3,479.68	\$4,204.02
O-5	\$3,351.37	\$4,052.25
O-4	\$3,105.77	\$3,572.13
O-3	\$2,489.02	\$2,955.34
O-2	\$1,974.40	\$2,523.51
O-1	\$1,662.58	\$2,255.87
O-3E	\$2,687.70	\$3,176.11
O-2E	\$2,284.83	\$2,865.70
O-1E	\$1,964.74	\$2,647.70
W-5	\$3,155.42	\$3,447.95
W-4	\$2,802.22	\$3,160.98
W-3	\$2,355.20	\$2,896.05
W-2	\$2,091.69	\$2,664.25
W-1	\$1,750.86	\$2,304.17
E-9	\$2,301.42	\$3,034.03
E-8	\$2,112.36	\$2,796.72
E-7	\$1,804.70	\$2,596.66
E-6	\$1,633.58	\$2,399.34
E-5	\$1,506.66	\$2,157.88
E-4	\$1,310.73	\$2,157.88
E-3	\$1,285.90	\$2,157.88
E-2	\$1,044.46	\$2,157.88
E-1	\$931.36	\$2,157.88

B. Secondary DLA Rates. These rates are only payable when a second DLA is paid IAW par. 5442-K.

SECONDARY DLA RATES		
Table 5G-2		
Effective 1 January 2017		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,034.30	\$3,735.21
O-9	\$3,034.30	\$3,735.21
O-8	\$3,034.30	\$3,735.21
O-7	\$3,034.30	\$3,735.21
O-6	\$2,783.79	\$3,363.25
O-5	\$2,681.09	\$3,241.81
O-4	\$2,484.63	\$2,857.72
O-3	\$1,991.22	\$2,364.31
O-2	\$1,579.50	\$2,018.83
O-1	\$1,330.05	\$1,804.70
O-3E	\$2,150.19	\$2,540.90
O-2E	\$1,827.86	\$2,292.55
O-1E	\$1,571.81	\$2,118.17
W-5	\$2,524.34	\$2,758.32
W-4	\$2,241.79	\$2,528.77
W-3	\$1,884.16	\$2,316.85
W-2	\$1,673.33	\$2,131.39
W-1	\$1,400.72	\$1,843.31
E-9	\$1,841.12	\$2,427.25
E-8	\$1,689.90	\$2,237.37
E-7	\$1,443.72	\$2,077.34
E-6	\$1,306.89	\$1,919.47
E-5	\$1,205.35	\$1,726.32
E-4	\$1,048.61	\$1,726.32
E-3	\$1,028.72	\$1,726.32
E-2	\$835.56	\$1,726.32
E-1	\$745.05	\$1,726.32

C. DLA when a Member-Married-to Member Couple is Transferred (Table 5G-3)

DLA WHEN A MEMBER–MARRIED-TO-MEMBER COUPLE IS TRANSFERRED (Table 5G-3)					
Neither Member Has A Dependent					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
1	no dependent	no dependent	the same dwelling	the same dwelling <sup>3</sup>	either member at the "without-dependent" rate, but not to both. <sup>1</sup>
2				separate dwellings <sup>2,3</sup>	each member at the "without-dependent" rate. <sup>4</sup>
3			separate dwellings	the same dwelling <sup>3</sup>	
4				separate dwellings <sup>2,3</sup>	
One Member Has Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
5	no dependent	dependent(s)	the same dwelling	the same dwelling <sup>3</sup>	either the member who has no dependent at the "without-dependent" rate; or to the member who has a dependent at the "with-dependent" rate, but not to both members. <sup>1</sup>
6				separate dwellings <sup>2,3</sup>	each member(at the "without-dependent" rate for the member without a dependent; & at the "with-dependent" rate for the member with a dependent.)
7			separate dwellings	the same dwelling <sup>3</sup>	
8				separate dwellings <sup>2,3</sup>	
Both Members Have Dependent(s)					
R U L E	(A) If one member has:	(B) and the other member has:	(C) and at the old PDS(s) they occupied:	(D) and at the new PDS(s) they occupy:	(E) then DLA is payable to:
9	dependent(s)	dependent(s)	the same dwelling	the same dwelling	either member at the "with-dep" rate, but not to both. <sup>1</sup>
10				separate dwellings <sup>2</sup>	each member at the "with-dependent" rate.
11			separate dwellings	the same dwelling	
12				separate dwellings <sup>2</sup>	

<sup>1</sup> The member married to member couple may select the greater allowance. However, when one member moves incident to a PCS at one time and establishes a permanent household at the new PDS while the other member maintains a permanent household at the old PDS and, at a later date, the second member moves incident to a PCS and occupies the same residence as the first member ([B-191742, 1 August 1978](#) and [DOHA Case 96110801, 26 June](#)

[1997](#)):

- (a) Both members are authorized a DLA at the "without-dependent" rate under Rule 1,
- (b) The member who has no dependent at the "without-dependent" rate, and the member with a dependent at the "with-dependent" rate under Rule 5, and
- (c) Both members are authorized a DLA at the "with-dependent" rate under Rule 9.

Example 1: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B continues to maintain a permanent household and subsequently moves to Ramstein and resides in the household established by Member A. Both members are authorized DLA since two separate households were disestablished and established (Member B disestablishing a separate household and moving into the household established by Member A).

Example 2: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and establishes a permanent household. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs while Member A is establishing a household at Ramstein. Member B subsequently moves to Ramstein and resides in the household established by Member A. Only one member is authorized DLA since only one permanent household was disestablished and one household established.

Example 3: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and is residing in temporary Qtrs. Member B continues to maintain a household at Offutt AFB and subsequently moves to Ramstein and occupies temporary Qtrs with member A at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

Example 4: Members A and B are married and assigned to Offutt AFB, NE, and each receives a PCS order to Ramstein AB, GE. Member A moves from Offutt AFB to Ramstein AB and occupies temporary Qtrs. Member B moves out of the household at Offutt AFB and occupies temporary Qtrs at Offutt AFB. Member B later joins Member A (who is residing in temporary Qtrs) at Ramstein. Members A and B later establish a household at Ramstein. Only one member is authorized DLA since only one household was disestablished and re-established.

<sup>2</sup> Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependent.

<sup>3</sup> A member who has no dependent and who is assigned to Gov't Qtrs at the new PDS (including a ship) is not authorized a DLA except as indicated in pars. 5442-B and 5442-D.

<sup>4</sup> Only one DLA is authorized if moving from separate Qtrs to the same family type Gov't Qtrs.



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## CHAPTER 6: EVACUATION TRAVEL

An evacuation is the authorized or directed departure from an area threatened by unusual or emergency circumstances in the continental United States (CONUS), in a non-foreign location outside the CONUS (OCONUS), or in a foreign location. The information in this chapter complements the Department of State (DoS) Standardized Regulations ([DSSR Chapter 600](#), “Payments During an Ordered/Authorized Departure,” and the Office of Personnel Management (OPM) Code of Federal Regulation (CFR), [Title 5 U.S. Code \(U.S.C.\), Subpart D](#), “Payments During Evacuation”. See Table 6-1 to determine which Agency’s evacuation policy applies in addition to the JTR.

Evacuee	Location Being Evacuated		
	CONUS	Non-Foreign Location OCONUS	Foreign
DoD Service Member’s Dependent	DoD	DoD	DoD coordinates with DoS
Non-DoD Service Member’s Dependent	DoD	DoD	DoD coordinates with DoS
DoD Civilian Employee	OPM	OPM	DoS
DoD Civilian Employee’s Dependent	OPM	OPM	DoS

### 0601 EVACUATION AUTHORITY

The authority to evacuate an area depends on whether it is in the CONUS, a non-foreign location OCONUS, or a foreign location. Tables 6-1 through 6-12 identify who can evacuate a location at Government expense and who may authorize an evacuation, designate a destination, receive payments for an evacuee, terminate evacuation status, and authorize return to the evacuated area. Further authority for the allowances is in Title 37 U.S.C. § 475a, Title 5 U.S.C. § 5725, and Department of Defense (DoD) Directive (DoDD) 3025.14, “Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad,” dated February 26, 2013.

#### 060101. Authority to Order an Evacuation

A. Eligibility. A Service member’s dependent, a civilian employee, or a civilian employee’s dependent may leave a threatened area at their own expense. However, the Government authorizes evacuation allowances when one of the individuals or agencies identified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

B. Cuba Evacuation. The U.S. Naval Base at Guantanamo Bay, Cuba, is treated differently than other foreign locations during an evacuation because the DoS is not involved in the decision. While Guantanamo Bay is a foreign location and OCONUS allowances apply, the USD (P&R) has the authority to evacuate the U.S. Naval Base.

C. Limited Evacuation. A limited evacuation is a temporary relocation to the nearest available accommodations, which may be Government quarters. A limited evacuation is available from a CONUS location for a Service member’s dependent, a civilian employee, or a civilian employee’s dependent. The civilian employee and his or her dependent can also be authorized a limited evacuation from a non-foreign location OCONUS.

<b>Table 6-2. Authority to Order an Evacuation from a Location in the CONUS or a Non-Foreign Location OCONUS</b>	
<b>Service or Agency</b>	<b>Location Being Evacuated</b>
	<b>CONUS/Non-Foreign Location OCONUS</b>
<b>DoD Components (Service member's Dependent, Civilian Employee, and Civilian Employee's Dependent)</b>	Any of the officials listed below may order or authorize an evacuation within their area of authority: <ul style="list-style-type: none"> <li>• Secretary of Defense (Sec Def) or his or her designee.</li> <li>• Secretary concerned.</li> <li>• Head of the Component or his or her designee.</li> <li>• Commander of the Installation or the Coast Guard District Commander.</li> <li>• Commander, head, chief, or supervisor of the organization or office.</li> </ul>
<b>National Guard Member's Dependent</b>	State or Territory authority for the National Guard member serving on active duty or full-time National Guard duty under <a href="#">32 U.S.C. § 502(f)</a> .
<b>U.S. Coast Guard, Only in Time of War</b>	Secretary of Homeland Security or his or her designee.
<b>U.S. Public Health</b>	Secretary of Health and Human Services or his or her designee.
<b>National Oceanic and Atmospheric Administration</b>	Secretary of Commerce or his or her designee.

D. **Foreign Locations.** The DoS decides when the United States evacuates personnel from a foreign location. The DoD and DoS agree to share the responsibility in specific situations or locations, as specified in Table 6-3. If the DoS is not present in the affected area or cannot be contacted within a timely manner, then the Combatant Commander (CCDR), the senior commander in the country concerned, or the DoD Attaché is responsible for ordering or authorizing an evacuation.

<b>Table 6-3. Authority to Evacuate from a Foreign Location</b>	
<b>Situation or Assignment</b>	<b>Authority</b>
President declares a national emergency	Sec Def or his or her designee after consulting with the Secretary of State
Directed reinforcement of U.S. Armed Forces in a theatre	
Accommodation of force protection	
Antiterrorism considerations	DoS
U.S. Country Team (DoD Attaché Offices, Marine Security Guard Detachments, DoD elements or personnel, and others as determined by the CCDR and Chief of Mission)	
U.S. citizens in an area where the DoS is not present and cannot be reached in a timely manner, and time and communication systems do not permit the commander to receive authorization from the Sec Def or USD (P&R) without jeopardizing the evacuees	CCDR, the senior commander in the country concerned, or the DoD Attaché
U.S. Naval Base at Guantanamo Bay, Cuba	USD(P&R)

### 060102. Identifying Evacuees

A Service member is placed on a temporary duty (TDY) order or permanent change of station (PCS)

order rather than placed in an evacuation status when required to leave a permanent duty station (PDS). A civilian employee can be evacuated, placed on a TDY order, or reassigned to a new PDS. Table 6-4 identifies individuals who may be eligible to receive evacuation allowances when the designated Service or Agency specified in Table 6-2 or Table 6-3 orders or authorizes an evacuation.

<b>Table 6-4. Who Can Be Evacuated at Government Expense</b>			
<b>Individuals</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>Service Member</b>	No	No	No
<b>Service Member's Dependent</b>	Yes	Yes	Yes
<b>Dependent of Reserve Component (RC) Member on Active Duty or National Guard Member on Full-Time Duty under 32 U.S.C. § 502(f)</b>	Yes	Yes	N/A
<b>Civilian Employee</b>	Yes	Yes	Yes
<b>Civilian Employee's Dependent</b>	Yes	Yes	Yes
<b>Non-Command Sponsored Dependent</b>	Not Applicable	Yes (transportation only)	Yes (transportation only)
<b>Authorized Escort for a Dependent or Civilian Employee</b>	Yes	Yes	Yes

### 060103. Choosing an Evacuation Destination

The anticipated duration of the evacuation is critical to determining whether a dependent travels to a safe haven or a designated place. A safe haven is a temporary location to which a dependent is sent. The safe haven and the evacuated area may be in the same city or country or may be in different cities or countries. If the conditions causing an evacuation are expected to improve and it is anticipated that the dependent will be able to return to the PDS, then the dependent is evacuated to a safe haven. A designated place is a location where a dependent will establish a permanent residence. If conditions are not expected to improve, then the dependent is evacuated to a designated place. The appropriate official determines whether an evacuee will go to a safe haven or a designated place.

A. **Eligibility.** The Government may provide evacuation allowances for a Service member's dependent, civilian employee, or a civilian employee's dependent when they evacuate to an authorized location selected by the authority in Table 6-2 or Table 6-3.

<b>Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent</b>			
<b>Evacuation Destination</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
<b>Safe Haven</b>	The authority who orders or authorizes the evacuation. See Table 6-2.	The authority who orders or authorizes the evacuation. See Table 6-2.	<ul style="list-style-type: none"> <li>DoS with DoD coordination.</li> <li>USD (P&amp;R) for U.S. Naval Station at Guantanamo Bay, Cuba.</li> </ul>
<b>Alternate Safe Haven</b>	<ul style="list-style-type: none"> <li>DoD Services obtain authorization from the Secretary concerned, to</li> </ul>	Obtain authority for an alternate location within a safe haven	<ul style="list-style-type: none"> <li>DoD Services obtain DoS USS (Mgt) authorization through the Principal Deputy USD (P&amp;R) as</li> </ul>

<b>Table 6-5. Who Determines Authorized Destinations for a Service Member's Dependent</b>			
<b>Evacuation Destination</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
	include choosing a safe haven OCONUS or moving to another safe haven when circumstances warrant. <ul style="list-style-type: none"> <li>• Non-DoD Services obtain authorization through the Secretarial Process.</li> <li>• Obtain authority for an alternate location within a safe haven through the Secretarial Process, to include evacuation from one safe haven to another when circumstances warrant.</li> </ul>	through the Secretarial Process.	part of the Secretarial Process for an alternate safe haven in a foreign OCONUS area. Non-DoD Services obtain DoS USS (Mgt) authorization, after which they obtain authorization through the Secretarial Process, including for travel and transportation from one safe haven to another. <ul style="list-style-type: none"> <li>• Secretary of State authority is not required for an alternate safe haven in CONUS or non-foreign area OCONUS.</li> <li>• USD (P&amp;R) authorizes or approves a safe haven in a non-foreign area OCONUS for DoD.</li> </ul>
<b>Designated Place</b>	<ul style="list-style-type: none"> <li>• DoD Services obtain authorization from the Secretary concerned.</li> <li>• Non-DoD Services obtain authorization or approval through the Secretarial Process, including for OCONUS.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal Deputy USD (P&amp;R) determines when a DoD dependent goes to a designated place.</li> <li>• DoD Services obtain authorization or approval from the Secretary concerned or the Secretary's designated representative for a designated place OCONUS.</li> <li>• Non-DoD Services, obtain authority through the Secretarial Process.</li> </ul>	

B. Additional Authority. Authorities for a civilian employee or a civilian employee's dependent are similar, but different than those for a Service member's dependent, as listed in Table 6-6.

<b>Table 6-6. Who Determines Authorized Destinations for a Civilian Employee or a Civilian Employee's Dependent</b>			
<b>Evacuation Destination</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
<b>Safe Haven</b>	The authority who orders or authorizes the evacuation. See Table 6-2.		DoS with DoD coordination. USD (P&R) for U.S. Naval Station at Guantanamo Bay, Cuba.
<b>Alternate Safe Haven</b>	Obtain authority through the Secretarial Process.		Secretary of State through the Secretarial Process, then the Principal Deputy USD (P&R). See DSSR 614.
<b>Designated Place</b>	<ul style="list-style-type: none"> <li>• Secretary concerned or the Secretary's designated representative. See pars. 6505-C and 6510-C.</li> <li>• The JTR does not cover non-DoD civilian employees.</li> </ul>		

C. Evacuee Choice. When CONUS is listed as the safe haven, an evacuee must select the exact

location within the designated geographic area. If the United States is listed as the safe haven, a DoD evacuee must select the exact CONUS safe haven. A safe haven in a non-foreign location OCONUS must be authorized or approved by USD (P&R). If the United States is selected as the safe haven for a non-DoD Service, the evacuee must select an exact U.S. safe haven location.

D. Alternate Safe Haven. A Service member or civilian employee may request permission for a dependent to evacuate to an alternate safe haven through the process described in Table 6-7.

<b>Table 6-7. Requests for Alternate Safe Havens</b>			
<b>Location of Safe Haven</b>			
<b>Within a Safe Haven</b>	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<ul style="list-style-type: none"> <li>All Services must obtain formal permission through the Secretarial Process for dependents to receive authorization or approval.</li> <li>The Secretary concerned must determine that circumstances warrant the move before a dependent can receive travel and safe haven allowances based on the alternate location.</li> </ul>	Principal Deputy USD (P&R) must authorize or approve each individual request for DoD evacuees to move from one safe haven to another for the travel expenses to be reimbursed while considering the following: <ul style="list-style-type: none"> <li>Family support at the requested destination.</li> <li>Co-location with the Service member at an alternate work site.</li> <li>Similar factors to support that relocation is in the Government’s best interest.</li> </ul>		<ul style="list-style-type: none"> <li>The Service member’s or civilian employee’s command should request USS (Mgt) clearance through the Chief of Mission of the U.S. Embassy in the country where the Service member or civilian employee is assigned. See pars. 6015-B2 and 6565; and DSSR 614c.</li> <li>A DoD Service member or civilian employee must submit the request to the Principal Deputy USD (P&amp;R) with the DoS authorization attached. The Principal Deputy USD (P&amp;R) may authorize or approve the requests and associated travel and transportation allowances. A civilian employee’s travel and transportation allowances are effective no earlier than the request date for an alternate foreign safe haven OCONUS.</li> <li>A non-DoD Service member must obtain authorization through the Secretarial Process.</li> </ul>
	DoS authorization is not required for an alternate safe haven, but the requests must go through the Secretarial Process.		

**060104. Evacuation Funding**

Accounting classifications used for evacuation allowances for a dependent of a U.S. Army or U.S. Air Force Service member are listed in Table 6-8. Accounting information for other Services is available through the references in Table 6-9 and Table 6-10.

Table 6-8. U.S. Army and U.S. Air Force Accounting Codes during Evacuation	
U.S. Service	Accounting Code
Army	021 2020 20172017 202010D17 431398VHUR 21T0 5049589333 40580394 021001
Air Force	Replace the "*" in the accounting citations with the current fiscal year.
	USAF Active Duty Officer Dependent Travel: 57*3500 32* 5710.0D 525725
	USAF Active Duty Officer Dependent Per Diem: 57*3500 32* 5710.0K 525725
	USAF Active Duty Enlisted Dependent Travel: 57*3500 32* 5810.0D 525725
	USAF Active Duty Enlisted Dependent Per Diem: 57*3500 32* 5810.0K 525725
	For Air Force civilians and dependents, should refer to the local Financial Management office for instructions.

Table 6-9. U.S. Marine Corps Finance Resources during Evacuation	
References	Accounting Code Location
<ul style="list-style-type: none"> <li>Marine Corps Order 4650.37A, "Defense Travel System"</li> <li>The <a href="#">Marine Corps Travel Instruction Manual</a></li> </ul>	<a href="#">HQMC Finance Policy</a>

Table 6-10. Points of Contact for Finance Resources during Evacuation	
U.S. Navy	National Oceanic and Atmospheric Administration
Chief of Naval Operations (N130C) Building 12, Room 3R180 701 S. Courthouse Road Arlington, VA 22204-2472  Phone: (703) 604-5476/7/4 DSN 664 E-mail: <a href="mailto:NXAG_N130C@navy.mil">NXAG_N130C@navy.mil</a>	Director, CPC 8403 Colesville Road, Suite 500 ATTN: CPC1 Silver Spring, MD 20910-6333  FAX: (301) 713-4140 Phone: (301) 713-3444
U.S. Coast Guard	U.S. Public Health Service
U.S. Coast Guard Commandant (CG-832) STOP 7618 2703 Martin Luther King Jr Avenue, SE Washington, DC 20593-7618  Phone: (202) 372-3577 Email: <a href="mailto:HQS-DG-LST-CG-832@uscg.mil">HQS-DG-LST-CG-832@uscg.mil</a> Refer to <a href="#">COMDTINST M7100.3E</a> , for charge codes related to evacuation funds	Director, Division of Commissioned Corps Personnel and Readiness ATTN: Travel Coordinator Plaza Level, Suite 1001101 Wootton Parkway Rockville, MD 20852  FAX: (240) 453-6141 Phone: (240) 453-6059

### 060105. Funds Advance

An advance for evacuation travel and transportation allowances, including allowances while at a safe haven, may be paid as soon as an order is issued for the Service member's dependent, civilian employee, civilian employee's dependent, or an escort to travel from the evacuation area.

A. Safe Haven Allowance. A safe haven-allowance advance is limited to an estimated 30 days at the authorized safe haven or designated place.

B. Dislocation Allowance (DLA). A DLA advance may be paid to a Service member's designated

dependent before the dependent travels to a designated place. See par. 5452 for DLA rates.

C. Civilian POV. Civilian employees may be paid an advance of funds for transportation and emergency storage of a POV, limited to the estimated expense amount that the AO authorizes for that specific purpose.

### 060106. Receiving Payments for Evacuation Travel

Only specific individuals can receive payments for evacuation allowances on behalf of eligible evacuees. See Table 6-11 to determine who the Government may pay. Typically, the spouse is the person who receives the evacuation allowance payment; however, other people identified in Table 6-11 may receive the payments when the spouse is separated from other evacuees.

<b>Table 6-11. Who Is Eligible to Receive Payments on Behalf of an Evacuee</b>			
<b>Individuals</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>Service Member's Spouse</b>	Yes	Yes	Yes
<b>Service Member's Dependent 18 Years of Age or Older</b>	Yes	Yes	Yes
<b>A Service Member Who Serves as a Natural Guardian for a Dependent Younger than 18 Years of Age</b>	Yes	Yes	Yes
<b>Service Member's Dependent who Turned 21 after Evacuation is Ordered or Authorized</b>	Yes	Yes	Yes
<b>Non-Command Sponsored Dependent</b>	N/A	No*	No*
<b>DoD Civilian Employee</b>	Yes	Yes	Yes
<b>DoD Civilian Employee's Dependent</b>	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)
<b>DoD Civilian Employee's Designated Representative</b>	Yes (age 16 and older)	Yes (age 18 and older)	Yes (age 18 and older)

\* Evacuees must be command-sponsored to receive evacuation allowances.

### 060107. Who Can Terminate Evacuation Allowances

Table 6-12 specifies who can terminate an evacuation status for a Service member's dependent, a civilian employee, the civilian employee's dependent, and a non-DoD Service member's dependent.

<b>Table 6-12. Who Terminates Evacuation Status and Authorizes Return</b>			
<b>Evacuee</b>	<b>Location Being Evacuated</b>		
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS</b>	<b>Foreign</b>
<b>DoD Service Member's Dependent</b>	<ul style="list-style-type: none"> <li>• Secretarial Process.</li> <li>• A limited evacuation is terminated by the authority who ordered or authorized it.</li> </ul>	USD(P&R)	
	Secretarial Process when the Service member's or dependent's situation warrants review on an individual basis.		
<b>Non-DoD Service Member's Dependent</b>	Secretarial Process		
<b>Civilian Employee or Civilian Employee's Dependent</b>	The authority who ordered the evacuation. See Table 6-2.		Secretary of State

A. **Allowance Expiration.** In addition to the authorities listed above terminating an evacuation, safe haven evacuation allowances terminate on the date a Service member detaches or permanently departs from the PDS from which the dependent's evacuation was ordered or authorized. However, the evacuation allowances may continue when the PDTATAC issues an Evacuation Allowance Determination to extend safe haven evacuation allowances or the Service member dies.

B. **Time Limits.** Safe haven evacuation allowances cannot extend beyond the earliest of the:

1. Established 180-consecutive day period, unless extended by the USD (P&R) for a DoD Service member's dependent or by the Secretarial Process for a non-DoD Service member's dependent.

2. Date on which a dependent departs a safe haven for the PDS or designated place, or converts the safe haven to a designated place;

3. Expiration date established by the USD (P&R) for a DoD Service member's dependent, and by the Secretarial Process for a non-DoD Service member's dependent.

4. For civilian employees and their dependents, the above apply subject to the authority who ordered the evacuation as in Tables 6-2 and 6-12.

## **0602 ALLOWANCES FOR SERVICE MEMBERS' DEPENDENTS**

Allowances vary depending on the location of the evacuation and whether a dependent is authorized to be there.

### **060201. Eligibility for Evacuation Allowances**

A. **Service Member's Dependent.** A Service member's dependent may be eligible for evacuation allowances in accordance with [37 U.S.C. § 475a](#) and [DoD Directive 3025.14](#), "Evacuation of U.S. Citizens and Designated Aliens from Threatened Areas Abroad," dated February 26, 2013. A dependent must meet one of the criteria in Table 6-13 to qualify for allowances at the location being evacuated, safe

haven, or designated place.

**B. RC Member’s Dependent.**

1. A dependent of an RC member ([10 U.S.C. §§ 101, 10101](#)) on active duty or full-time National Guard duty under [32 U.S.C. § 502\(f\)](#) may be eligible for evacuation allowances if all of the following occur together:

a. No evacuation allowances are authorized for a dependent for any period in which the RC member was not on active duty or full-time National Guard duty.

b. The evacuation order is given when the RC member is on active duty.

c. The dependent actually evacuates from his or her residence or continues to reside at a safe haven.

d. The RC member’s primary residence when called or ordered to active duty or full-time National Guard duty is in the vicinity of a PDS.

2. A dependent of a National Guard member who is released from active duty following deployment from a contingency operation and immediately, without a break in service, is called to full-time National Guard duty under [32 U.S.C. § 502\(f\)](#), remains eligible for continued evacuation allowances.

3. The dependent of an RC member ordered to active duty under an involuntary authority ([10 U.S.C. § 12302](#)) in support of a contingency operation and whose order is amended to retain the RC member on active duty under a voluntary authorization ([10 U.S.C. §12301\(d\)](#)) remains eligible for continued evacuation allowances.

4. In addition to the eligibility in this paragraph, the criteria in Table 6-13 also apply.

<b>Table 6-13. Eligibility Criteria for a Dependent to Receive Evacuation Allowances</b>		
<b>Location Being Evacuated</b>		
<b>CONUS</b>	<b>Non-Foreign Location OCONUS and U.S. Naval Station at Guantanamo Bay, Cuba</b>	<b>Foreign Location</b>
<ul style="list-style-type: none"> <li>• A dependent who resides at the Service member’s PDS or in the PDS vicinity when the evacuation is ordered or authorized.</li> <li>• A dependent who is temporarily absent from the Service member’s PDS in the CONUS or its vicinity.</li> <li>• A dependent traveling to the Service member’s PDS in the CONUS or its vicinity to establish a permanent residence with the Service member.</li> </ul>	<ul style="list-style-type: none"> <li>• A dependent who resides at the Service member’s permanent duty station (PDS) or in the PDS vicinity when the evacuation is ordered or authorized. “In the PDS vicinity” means:                             <ul style="list-style-type: none"> <li>• A dependent is residing in the foreign location or non-foreign location OCONUS within which the PDS is located.</li> <li>• A Service member resides with the dependent in an area OCONUS and commutes to the PDS from a place located in an adjacent country.</li> </ul> </li> <li>• A dependent student who would have traveled to the evacuated PDS, but instead travels to a safe haven or designated place. A dependent temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS, including a dependent student attending an OCONUS dormitory school away from the Service member’s PDS.</li> <li>• A dependent who is not command sponsored is authorized</li> </ul>	

	transportation only and is not authorized per diem while traveling or safe have allowances.
<ul style="list-style-type: none"> <li>● A dependent full-time student who is younger than 23 years of age.</li> <li>● A dependent ordered or authorized to depart the vicinity where he or she lives, travel to an authorized safe haven or designated place and then ordered or authorized to depart that safe haven or designated place location.</li> <li>● A dependent who resides at the PDS of a Service member who died before the evacuation was ordered or authorized. If a Service member dies while a dependent is receiving evacuation allowances, then the dependent continues to receive the allowances as though the Service member had not died.</li> <li>● A dependent who turned 21 after being moved at Government expense to the PDS in the CONUS and the Service member is still serving at that PDS.</li> <li>● A dependent who evacuated at Government expense to a safe haven or designated location and turned 21 while there, and the Service member is still serving at the PDS to which assigned at the time the dependent was evacuated.</li> <li>● A dependent who moved at Government expense to, or remained at, a former PDS or a PDS that is not the current PDS because the Service member is serving an unaccompanied tour of duty. A dependent who was evacuated from his or her residence at that location and turned 21 while at the safe haven or designated place remains a dependent for evacuation purposes and for purposes of return transportation to the location from which evacuated.</li> </ul>	

**060202. Travel and Transportation Allowances**

The evacuation order includes transportation instructions for departure. Allowances differ between a limited evacuation in the CONUS and a regular evacuation. Dependents at a PDS OCONUS who are not command sponsored are authorized transportation only.

<b>Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated</b>	
<b>Transportation Allowances</b>	
<b>CONUS/Non-Foreign Location OCONUS/Foreign</b>	
	<ul style="list-style-type: none"> <li>● A dependent directed to go to a safe haven, which instead <i>goes somewhere</i> that is not authorized or approved, is limited to reimbursement for the cost of transportation from the origin to the authorized safe haven location.</li> <li>● A dependent directed to go to a safe haven, which actually <i>arrives</i> at the safe haven and then leaves for personal reasons, receives no transportation to the personal location.</li> <li>● The same transportation allowances to and from a safe haven as those authorized for a PCS. Accompanied baggage is not authorized unless the carrier providing transportation allows excess accompanied baggage and the Transportation Officer in the affected area or the AO authorizes or approves it. The Transportation Officer and AO are not required to authorize or approve excess accompanied baggage if they believe it is unnecessary.</li> <li>● Transportation from the place notified of the evacuation to the safe haven, or designated location, whichever the official determines is appropriate for an eligible dependent traveling to the Service member’s PDS when an evacuation is ordered or authorized. The following criteria must be met: <ul style="list-style-type: none"> <li>● A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has: <ul style="list-style-type: none"> <li>● Official authorization to travel to the PDS on personally procured transportation subject to Government reimbursement.</li> <li>● Dissolved his or her residence and moved to temporary accommodations pending the travel to the Service member’s PDS. A dependent who has dissolved the residence is considered to be en route to the Service member’s PDS. For example, a house is sold and a contract signed</li> </ul> </li> </ul> </li> </ul>

<b>Table 6-14. Transportation Allowances While Leaving a Location Being Evacuated</b>	
<b>Transportation Allowances</b>	
<b>CONUS/Non-Foreign Location OCONUS/Foreign</b>	
<p>with a specified date for moving out and closing the sale of the house or a lease has been terminated and cannot be reinstated.</p> <ul style="list-style-type: none"> <li>• A dependent who has not received official authorization to travel to the Service member’s PDS is not authorized transportation or reimbursement for transportation.</li> </ul>	
<b>Transportation Allowances Specific to Location Being Evacuated</b>	
<b>CONUS</b>	<b>Non-Foreign OCONUS and Foreign Locations</b>
<p>A dependent moved during a limited evacuation is authorized a round trip from the evacuated residence to the nearest available accommodations, which may be Government quarters.</p> <ul style="list-style-type: none"> <li>• Reimbursement for using a POV is at the TDY mileage rate based on odometer readings.</li> <li>• Reimbursement is to the POV operator; passengers receive no transportation reimbursement.</li> </ul>	<p>A dependent must remain where he or she receives notification of the evacuation to await a decision authorizing onward travel to the PDS, to another safe haven, or to a designated place when the dependent has a port call to the Service member’s PDS.</p> <ul style="list-style-type: none"> <li>• The official issuing the port call must consult the Service headquarters to determine the appropriate action to take and provide timely notification to the dependent.</li> <li>• When a dependent does not have a port call, the Service member’s AO determines the appropriate action to take and furnishes timely notification to the dependent.</li> <li>• A dependent who has not received a port call or official authorization to travel to the Service member’s PDS is not authorized any transportation under this paragraph.</li> </ul>

A. **Per Diem while Traveling.** A dependent evacuated from a location in the CONUS—a limited evacuation or regular evacuation— or a command-sponsored dependent evacuated from an OCONUS location is authorized the following per diem while traveling:

1. Per diem for travel to and from the safe haven location. This is paid using the computation method in par. 020301, “Daily Allowances,” and adjusted based on the age of the dependent.

<b>Table 6-15. Per Diem while Traveling to and from a Safe Haven</b>	
<b>Dependent’s Age</b>	<b>Per Diem</b>
<b>12 Years or Older</b>	The same per diem as a Service member on a TDY.
<b>Under 12 Years</b>	An amount limited to one half of what a Service member traveling on a TDY receives.

2. A dependent at a PDS OCONUS who is not command sponsored is not authorized per diem.

B. **Dependent Temporarily Absent from PDS.** A dependent, including a dependent student, temporarily absent from the PDS for any reason after having established residence at or in the vicinity of the PDS can receive allowances for only one departure from the location being evacuated during each evacuation. This includes a dependent student attending a dormitory school in a foreign location away from the Service member’s PDS.

1. The dependent stays at the place where he or she is located when the evacuation is ordered or authorized and is considered to be at a safe haven until instructed otherwise. The appropriate authority determines whether the dependent will receive allowances to stay at the location, go to another location, or return to the PDS.

2. Safe haven allowances begin on the date the return travel to the PDS would have begun had the return not been prevented by the evacuation. The dependent or Service member furnishes this date as instructed by the Service or Agency. The date must not be earlier than the date the evacuation from the PDS actually began.

C. Dependent Student. The safe haven or designated place replaces the Service member's PDS as the destination authorized under par. 5151 when a dependent student is attending school in the United States, and the Service member is authorized transportation allowances for the dependent student to travel to the PDS but the PDS has been evacuated. Evacuation allowances begin on the date the dependent student would have joined the Service member OCONUS had it not been for the evacuation.

1. If the dependent student joins other dependents at the safe haven or designated place, the dependent student is authorized one round trip between the school and the safe haven or designated place. If the dependent student is the Service member's only dependent, and if the CONUS is named in the evacuation authorization or order as the safe haven, the dependent student is authorized transportation to and from the exact safe haven location within the CONUS that the dependent student or the Service member selects.

2. The dependent student receives evacuation allowances while at the safe haven as specified in Table 6-17. Transportation to a safe haven has no effect on the dependent student's travel between the school and the Service member's PDS OCONUS, as specified in Chapter 5.

3. Unless terminated sooner for other reasons, evacuation allowances continue until the dependent student departs the safe haven to return to school to resume classes there, starts attending classes at a school, or the date the student would have returned to the school under the provisions of par. 5151 from the Service member's PDS, whichever occurs first.

D. Transportation to Designated Place. A dependent at the safe haven who is directed to select a designated place and chooses a different location other than the current safe haven is authorized transportation from the safe haven to the designated place.

### **060203. Escort during Evacuation**

A. Eligibility. The AO may authorize an escort for a dependent who cannot travel alone due to age, physical or mental incapacity, or other extraordinary circumstances.

B. Escort Allowances. An escort may be authorized round-trip transportation, one-way transportation, or transportation to the point from which the dependent must be escorted, as applicable. The following individuals may serve as an escort:

1. A Service Member. The escort is issued a TDY order and receives the standard travel and transportation allowances specified in Chapter 2.

2. A Civilian Employee. The escort is authorized the TDY allowances in regulations issued by the civilian employee's Agency or Department. A DoD civilian employee serving as an escort must have a TDY order that cites this paragraph as the authority for the travel and must follow the rules in Chapter 2

for transportation. The Agency directing the travel funds the escort's travel.

3. A Person Other Than a Service Member or Civilian Employee. The escort travels on an invitational travel authorization (ITA) and receives the same travel and transportation allowances as a civilian employee on a TDY.

### **060204. Pet Transportation and Quarantine –Evacuation from Foreign PDS**

A. Eligibility. A Service member is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to and from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the Service member transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A Service member traveling on a separation or retirement order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

### **060205. Allowances While at the Safe Haven**

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances. A dependent at a PDS OCONUS who is not command sponsored is not authorized safe haven allowances.

#### **B. Allowances**

##### **1. Transportation**

<b>Table 6-16. Transportation Allowances for a Dependent during Evacuation</b>		
<b>Allowance</b>	<b>Safe Haven or Alternate Safe Haven</b>	<b>Designated Place</b>
<b>Local Travel</b>	Yes	Only if the dependent has not taken delivery of a POV or did not drive a POV to the safe haven.
<b>POV Shipment</b>	No	Yes
<b>Rental Vehicle</b>	No	Only when a POV is scheduled for delivery and arrives late.

a. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

b. Shipment of a POV at Government expense to a safe haven is not authorized. When a Service member receives a PCS order while a dependent is at a safe haven, the authorization to transport a POV from the safe haven is in the Service member's PCS order.

c. A dependent directed to go to a safe haven, who instead goes somewhere that is not authorized or approved, is authorized the [Standard CONUS rate](#) at the percentage specified in Table 6-17.

2. Safe Haven Allowances. An evacuated dependent from the CONUS—a limited evacuation or regular evacuation—or a command-sponsored dependent OCONUS is authorized the following safe

haven allowances and miscellaneous expenses at the safe haven:

a. Safe haven allowances during the first 30 days while at the safe haven location. This is paid using the computation method in par. 020301, "Daily Allowances," and the safe haven locality per diem rate, combined with the age of the dependent. Safe haven evacuation allowances are initially authorized for 30 consecutive days. The 30-day clock begins on the day after the dependent's arrival at the safe haven (see par. 020301, "Daily Allowances," for the applicable computation rules).

(1) Each dependent receives the appropriate percentage of the meals and incidental expense (M&IE) rate of the locality per diem rate. The dependent receives the M&IE regardless of whether there is a lodging expense on a given day.

(2) The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven. Individual amounts are based on the lodging portion of the locality per diem rate and Table 6-17. A dependent receives this allowance for each day in an evacuation travel status.

(3) No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative. If the dependent rents a house or apartment with a valid, written lease from a friend or relative who does not jointly occupy the rental, then the evacuated dependent is authorized lodging costs as specified in Chapter 2.

(4) If a Value-Added Tax relief certificate is used to avoid paying the lodging taxes in an area OCONUS, then the cost of the certificate is a miscellaneous reimbursable expense.

(5) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

b. Reimbursement of the expenses incurred for the unexpired lease period up to 30 days if a dependent signs a lease for lodging at the safe haven and is then authorized to return to the PDS or to move to a designated place. A dependent should avoid signing a long-term lease or a lease without a military clause while at a safe haven. The amount reimbursed is limited to what the dependent would have received for the lodging portion of the safe haven evacuation allowance for the unexpired lease period.

c. Safe haven allowances are reduced after the initial 30 consecutive days, which may continue for up to an additional 150 consecutive days. The USD (P&R) can increase the safe haven allowances authorized in Table 6-17, after 30 days for a DoD Service member's dependent up to 100 percent of the locality per diem rate and the Secretary concerned can increase the per diem rates for a non-DoD Service member's dependent. The 180-day clock starts over at a new safe haven if the dependent is directed to a new safe haven. If the dependent requests to move from one safe haven to another, then the 180-day clock continues from the previous safe haven.

(1) If the reduced safe haven evacuation allowance specified in Table 6-17 is insufficient to cover the lodging, meals, and incidental expenses for a specific individual at a safe haven, then the dependent or the individual receiving the safe haven evacuation allowances on behalf of the dependent may request an increased rate.

(2) Send requests for an increased rate through the paying finance or disbursing office to the PDTATAC, Chief.

(a) It must contain the actual daily costs incurred for lodging, meals, and incidental expenses, and the finance or disbursing officer should add any pertinent information and recommendations. The PDTATAC contact information for this request is on the front page of this regulation.

(b) If the request is granted, then PDTATAC issues an Evacuation Allowance Determination specifying the amount of a dependent's evacuation allowances at an authorized or approved safe haven. The Evacuation Allowance Determination, or the denial of the request, is sent directly to the dependent concerned, with a copy to the finance or disbursing office submitting the request. PDTATAC provides copies of all requests and approvals or disapprovals to the applicable Service representative.

<b>Table 6-17. Safe Haven Allowances</b>			
<b>Duration at Safe Haven</b>	<b>12 Years of Age* and Older</b>		<b>Less Than 12 Years of Age</b>
<b>First 30 Days</b>	A maximum of 100 percent of the locality per diem rate for the area.		A maximum of 50 percent of the locality per diem rate for the area.
<b>31-180 Days</b>	Up to 60 percent of the locality per diem rate for the area.		Up to 30 percent of the locality per diem rate for the area.
<b>Computation Examples</b>			
<a href="#"><u>Example 1</u></a>	<a href="#"><u>Example 2</u></a>	<a href="#"><u>Example 3</u></a>	<a href="#"><u>Example 4</u></a>

\*The increase is effective on the 12th birthday.

d. Government dining facility availability or use has no effect on the safe haven evacuation allowances for a dependent, even though the dependent uses or may use the dining facility without charge.

e. A dependent who arrives at the safe haven and then leaves for personal reasons receives no transportation to the personal location. He or she continues to receive safe haven allowances at the same rate as though the dependent had remained at the safe haven, provided that the dependent does not join the Service member to establish a residence or to occupy the old residence at the PDS.

f. A dependent temporarily absent from the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed. The allowance begins at 0001 on the date the dependents would have begun return travel to the PDS. This date that the dependent would have begun return travel to the PDS must be confirmed from information secured from the Service member or dependents, but must be no earlier than the date the evacuation began.

g. A dependent traveling to the Service member's PDS when an evacuation is ordered or authorized may receive safe haven evacuation allowances based on the locality per diem rate for the location where the dependent is delayed and using the computation method in par. 020301, "Daily Allowances."

(1) The allowance begins at 0001 on the date the dependent receives official notification of port call withdrawal or suspension, or withdrawal of official authority to travel to the Service member's PDS on personally procured transportation. The safe haven evacuation allowances continue until 2400 on the date the dependent receives notification to resume travel, or to begin travel to a different safe haven or a designated place.

(2) If travel is authorized directly to the Service member’s PDS, then no safe haven evacuation allowances for travel to the PDS are authorized.

(3) If the dependent moves to a different location other than the current safe haven, then he or she receives the rate authorized in Table 6-17 for the first 30 days.

h. An actual expense allowance (AEA) is not authorized for an evacuation.

**060206. Standard Allowances While at Designated Place**

A. Eligibility. See Table 6-13 to determine eligibility for safe haven allowances at the designated place. An eligible dependent directed to select a designated place may choose to convert the current safe haven to the designated place or select a different location. That is important in determining allowances at the designated place. A dependent at a PDS OCONUS who is not command sponsored is not authorized allowances at a designated place.

B. Allowances.

1. Transportation at the Designated Place. A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven during an evacuation in the CONUS. No receipt is required for a local travel allowance. No local travel allowance is authorized on any day that reimbursement is received for a rental vehicle.

2. Per Diem at the Designated Place. A dependent is authorized the following evacuation and safe haven allowances at the designated place:

a. Once at a designated place, the dependent is authorized safe haven evacuation allowances as specified in Table 6-17 for a limited time to offset lodging and M&IE expenses while finding a house and establishing a permanent residence, limited to Table 6-18.

b. Safe haven evacuation allowances at the designated place begin on the dependent’s arrival date at the designated place, or on the date the safe haven is converted to the designated place. The direction to relocate to a designated place must specify the date when the dependent’s safe haven evacuation allowances stop. The termination date of safe haven evacuation allowances are specified in Table 6-18.

**Table 6-18. Terminating Safe Haven Allowances at a Designated Place**

If...	Then...
the dependent chooses to convert the safe haven to the designated place and occupies a permanent residence there within 30 days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent chooses to convert the safe haven to the designated place and does not occupy a permanent residence there within 30 days,	safe haven allowances end at 2400 hours on the 30th day after the dependent selects the designated place.
the dependent converts the safe haven to a designated place, and is receiving the reduced rate at a safe haven,	the reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place. A Service member or the dependent may request a safe haven allowance

<b>Table 6-18. Terminating Safe Haven Allowances at a Designated Place</b>	
<b>If...</b>	<b>Then...</b>
	rate at a higher percentage through the Secretarial Process on a case-by-case basis when justified by lodging and M&IE costs.
the dependent chooses a designated place other than the safe haven and is at the designated place for 30 days but does not occupy a permanent residence within 30 days,	safe haven allowances end at 2400 hours on the 30th day after arrival. A Service member or the dependent may request a safe haven allowance period longer than 30 days through the Secretarial Process on a case-by-case basis when warranted.
the dependent chooses a designated place other than the safe haven, occupies a permanent residence, and is there for 30 or fewer days,	safe haven allowances end at 2400 on the day the dependent occupies the permanent residence.
the dependent moves to a different location other than the current safe haven,	he or she receives the rate authorized in Table 6-17, until the dependent occupies a permanent residence or 2400 hours on the 30th day after arrival at the designated place.

### 3. POV Shipment to the Designated Place

a. When a dependent evacuated from OCONUS goes to a designated place, appropriate authority may authorize or approve the transportation of one POV to the designated place, including any ground transportation required. The Secretarial Process may determine POV transportation is prudent when a dependent evacuated from the CONUS cannot drive a POV to a designated place.

(1) The POV must be in a port or vehicle processing center awaiting transportation, at the PDS area, or en route to the PDS when the evacuation is declared.

(2) The POV must be owned by the Service member or the evacuated dependent.

(3) When a dependent selects a designated place OCONUS, any taxes resulting from the POV move are the Service member's or dependent's financial responsibility.

b. When an authorized POV does not arrive at the designated place by the scheduled delivery date, or is not made available to the dependent on or before the scheduled delivery date, then the Service or Agency must reimburse the Service member for the cost of a rental vehicle for the dependent's use. Reimbursement for a rental vehicle is limited to \$30 per day with a maximum reimbursement of \$210. The dependent may rent a vehicle as early as the day after the POV's scheduled delivery date and keep it for up to 7 days, or less if the POV is available for delivery sooner.

4. DLA is authorized when a command-sponsored dependent is evacuated to a designated place. DLA is also payable when return travel for a command sponsored dependent is authorized from the designated place to the Service member's PDS. The prohibition against more than one DLA payment in a fiscal year does not apply when DLA is paid because of an evacuation. No DLA is payable when a dependent is relocated to a safe haven. No DLA is payable on behalf of a non-command-sponsored dependent.

## **060207. Allowances when an Evacuation is Canceled**

A. Eligibility. A Service member's dependent who was transported to a safe haven or designated

location at Government expense may be eligible for allowances to return to the PDS.

**B. Allowances**

**1. Transportation**

a. A dependent is authorized transportation as specified in Table 6-19.

b. A dependent who turns 21 after evacuating to a safe haven is authorized the allowances in Table 6-19 if he or she was moved to the PDS OCONUS at Government expense and the Service member is still at that PDS. A dependent who was evacuated while residing at a location other than the Service member’s current PDS because the Service member is on an unaccompanied tour of duty may also receive the allowances in Table 6-19 if he or she turns 21 after the evacuation.

**2. Per Diem**

a. Safe haven evacuation allowances stop on the day that transportation is first *made available* to a dependent. However, the appropriate authority identified in Table 6-12 may authorize an extension of evacuation allowances because of an unavoidable delay that is beyond the dependent’s control.

b. Per diem while traveling from the safe haven to the appropriate destination in Table 6-19 is the same as for leaving the location being evacuated as specified in par. 060202.

<b>Table 6-19. Transportation for a Dependent’s Return</b>		
<b>Days Remaining on a Tour of Duty on the Dependent’s Scheduled Arrival Date</b>	<b>Authorized Allowance by Location Being Evacuated</b>	
	<b>CONUS</b>	<b>Non-Foreign Location OCONUS/Foreign</b>
<b>60 or More</b>	Service members’ dependents receive transportation to return to the PDS or place from which evacuated.	Service members’ dependents receive transportation from the safe haven or designated location to the Service member’s PDS.
<b>59 or Less</b>	Service members’ dependents receive transportation to return to the PDS or place from which evacuated.	Service members’ dependents receive no transportation unless the Secretarial Process specifically authorizes it. In which case, transportation is authorized only from the dependent’s location at the time travel is authorized to the PDS, limited to what the cost would have been to travel from the safe haven or designated place, whichever applies, to the PDS.

**3. POV Shipment from the Designated Place**

a. When a dependent is at a designated place after being evacuated from an OCONUS location, and the Service member has not received a PCS order, and the dependent is authorized to return to the Service member’s PDS, one POV may be authorized or approved for shipment if both of the following apply:

(1) A POV was transported to the designated place under the evacuation order.

(2) At least 12 months remain on the Service member's tour of duty after the date on which the POV is delivered to the port or vehicle processing center servicing the PDS, or the Secretarial Process authorizes or approves an exception to that 12-month requirement.

b. When a dependent is at a designated place and a POV has been transported to the designated place at Government expense, and the Service member receives a PCS order to a new PDS, the authorization to transport a POV from the designated place is under the Service member's PCS order.

c. When a dependent is at a designated place after being evacuated from a location in the CONUS, and the dependent is authorized to travel to the Service member's PDS, a POV may be transported to the PDS in the CONUS, including any overland transportation required, if the Secretarial Process authorized or approves the transportation based on the determination that circumstances make the POV move prudent.

### **060208. Preparing for Return Trip**

A. Eligibility. A dependent who was transported to a safe haven or designated place at Government expense may be eligible for return transportation when an evacuation status is canceled.

#### **B. Allowances**

1. Transportation. A dependent who is authorized to travel from the safe haven location or designated place to obtain a passport or a medical screening as a requirement to returning to the Service member's PDS is authorized transportation for one round trip. Transportation is by one of the following:

a. Government-owned or Government-procured transportation.

b. Transportation in-kind.

c. Personally-procured commercial transportation. Reimbursement is the actual transportation cost, limited to what it would have cost to provide Government-procured transportation.

d. POV reimbursed at the automobile TDY mileage rate for the official distance according to the Defense Table of Official Distance. When two or more dependents travel together by POV, only the POV operator is authorized the TDY mileage allowance.

2. Per Diem. No additional safe haven evacuation allowances, meals, or lodging associated with the round trip are authorized.

### **060209. Non-Command-Sponsored Dependent Returns to PDS**

A. Eligibility. A dependent who is not command-sponsored and was transported to, diverted to, or required to remain at a safe haven in the CONUS or OCONUS because of an evacuation may be eligible for transportation to the Service member's PDS OCONUS.

B. Allowances. Only the USD(P&R) may authorize transportation for a DoD Service member's non-command-sponsored dependent. A non-DoD Service member's dependent may be authorized

transportation through the Secretarial Process.

## 0603 HOUSEHOLD GOODS (HHG) SHIPMENT FOR A SERVICE MEMBER'S DEPENDENTS

A. Eligibility. A Service member's evacuated dependent is authorized HHG transportation or storage from a location in the CONUS, non-foreign location OCONUS, or foreign location. HHG can be shipped from:

1. The Service member's PDS to a safe haven, a designated place, non-temporary storage (NTS), or a new PDS.
2. One safe haven to another safe haven, a designated place, the old PDS, or a new PDS.
3. A designated place to the old PDS or to a new PDS.

### B. Allowances

1. Baggage. Unaccompanied baggage is authorized when evacuated from a CONUS, non-foreign OCONUS, or foreign location. Table 6-20 provides the details for this allowance.

<b>Destination</b>	<b>12 Years of Age* and Older</b>	<b>Less Than 12 Years of Age</b>
<b>Safe Haven</b>	<ul style="list-style-type: none"> <li>• Up to 350 pounds for each dependent, up to 1,000 pounds per family.</li> <li>• The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</li> </ul>	<ul style="list-style-type: none"> <li>• Up to 175 pounds for each dependent, up to 1,000 pounds per family.</li> <li>• The Transportation Officer in the area being evacuated may authorize or approve increases to the 1,000-pound limit by commercial air up to an additional 1,000 pounds, for a maximum of 2,000 pounds.</li> </ul>
<b>Designated Place or Old PDS</b>	The unaccompanied baggage that was moved to the safe haven at Government expense.	
<b>New PDS</b>	Listed in the PCS order.	

\*The increase is effective on the 12th birthday.

### 2. Air Freight Allowance

a. An air freight allowance for the unaccompanied baggage may be authorized or approved when departing from and returning to the PDS OCONUS in accordance with Table 6-20.

b. If the air freight allowance is not used to transport unaccompanied baggage because of circumstances beyond the dependent's control, then the dependent may be authorized or approved an air freight-replacement allowance to purchase necessary items at the safe haven. The air freight-replacement allowance is in place of an air freight allowance for travel from the PDS. It is a set dollar amount and is intended to help offset costs of items ordinarily part of the authorized air freight shipment that must be purchased at the safe haven. When the air freight-replacement allowance is authorized for travel from the PDS, a dependent is still eligible for an air freight allowance upon return to the PDS.

(1) Amounts authorized for an air freight-replacement allowance are: one evacuated dependent, \$250; two evacuated dependents, \$450 total (not each dependent); three or more evacuated dependents, \$600 total.

(2) No receipts are required.

3. HHG Shipment

a. Table 6-21 contains the conditions and allowances for shipping HHG during or upon termination of an evacuation.

**Table 6-21. HHG Shipment for an Evacuation**

If...	Then the Service member is authorized...
a Service member's dependent is evacuated,	HHG transportation, including unaccompanied baggage, up to 18,000 pounds, minus any weight of HHG already in storage at Government expense. <ul style="list-style-type: none"> <li>• Any tax consequences resulting from HHG transportation to a designated place OCONUS are the financial responsibility of the Service member and dependent.</li> <li>• A Service member who personally procures the HHG transportation authorized is reimbursed in accordance with par. 5210-D.</li> <li>• If a Service member has a PCS order, the reimbursement for personally procured HHG transportation is in accordance with par. 5210-D or 5210-E.</li> </ul>
a Service member's dependent is evacuated,	no more than 18,000 pounds of NTS at Government expense.
a Service member's dependent is directed to move to a safe haven,	transportation of the following from the Service member's PDS or NTS to the safe haven: Unaccompanied baggage for the dependent. <ul style="list-style-type: none"> <li>• HHG items authorized or approved by the appropriate authority as needed for the dependent's comfort and well-being at the safe haven.</li> </ul>
a Service member's dependent is authorized or directed to travel from one safe haven to another safe haven,	transportation between safe havens of: <ul style="list-style-type: none"> <li>• Unaccompanied baggage.</li> <li>• HHG other than unaccompanied baggage that was transported to the former safe haven at Government expense or acquired there for the evacuated dependent's comfort and well-being.</li> </ul>
dependent is directed to move to a designated place, from a safe haven to a designated place, or converts a safe haven to a designated place,	to either place HHG in NTS or to transport the following HHG to the designated place, including short-distance transportation from one address to another in the same city, town, or metropolitan area: <ul style="list-style-type: none"> <li>• Unaccompanied baggage.</li> <li>• HHG other than unaccompanied baggage that had been transported to the former safe haven at Government expense or acquired there for the dependent's comfort and well-being.</li> <li>• HHG at the Service member's PDS.</li> <li>• HHG in NTS.</li> </ul>
a dependent is authorized to go from a safe haven to the PDS, and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	to either place HHG in NTS for the remainder of the Service member's tour at the PDS or to transport the following HHG from the safe haven to the Service member's residence at the PDS or the PDS vicinity: <ul style="list-style-type: none"> <li>• Unaccompanied baggage.</li> <li>• HHG, other than unaccompanied baggage, that had been transported to the safe haven at Government expense or acquired there for the</li> </ul>

<b>Table 6-21. HHG Shipment for an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
	<p>dependent's comfort and well-being.</p> <ul style="list-style-type: none"> <li>• HHG acquired by the dependent that is authorized or approved by the Service concerned as necessary replacements of like items lost or destroyed at the PDS in connection with the circumstances that resulted in the evacuation.</li> <li>• No HHG to a PDS OCONUS if the Service member's tour of duty will last less than 12 months after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> </ul>
a dependent is at a safe haven and the Service member receives a PCS order from the evacuated area,	<p>transportation of unaccompanied baggage and HHG that had been transported to the safe haven at Government expense or acquired there for the dependent's comfort and well-being, from the safe haven to the location authorized in the Service member's PCS order.</p> <ul style="list-style-type: none"> <li>• This transportation is under provisions and funding of the Service member's PCS order and part of the PCS HHG shipping allowance.</li> </ul>
a dependent is at a designated place and the Service member receives a PCS order from the evacuated area,	<p>transportation of HHG from the designated place to the location authorized in the Service member's PCS order.</p> <ul style="list-style-type: none"> <li>• Transportation of HHG in this case is under the provisions and funding of the Service member's PCS order, and is part of the PCS HHG shipping allowance.</li> </ul>
a dependent is at a designated place once the evacuation is canceled and the Service member is <i>not</i> in receipt of a PCS order from the evacuated area,	<p>transportation of HHG:</p> <ul style="list-style-type: none"> <li>• That was transported to the designated place.</li> <li>• Unaccompanied baggage that was transported to the designated place or authorized for purchase there for the dependent's comfort and well-being.</li> <li>• That was authorized or approved by the Service concerned as replacements of like items lost or destroyed at the PDS OCONUS in connection with the evacuation.</li> <li>• From the designated place or NTS to the Service member's residence in the PDS OCONUS vicinity, if appropriate, or the Service member may choose to place them in NTS for the remainder of the Service member's tour OCONUS. However, HHG may be transported to the PDS OCONUS only if the Service member's tour of duty is 12 months or more after the HHG scheduled arrival date. The Secretarial Process may authorize an exception to this 12-month requirement.</li> <li>• To NTS for the remainder of the Service member's tour OCONUS if the HHG cannot be transported to the PDS OCONUS because the Service member has fewer than 12 months remaining at that location.</li> </ul>

b. Table 6-22 contains the requirements and allowances for diverting HHG on its way to a PDS when an evacuation is ordered at the PDS. If the Government is shipping HHG to a PDS where an evacuation is ordered, or if the HHG was turned over to a Government agent for transport, then the Government must make every effort to stop or divert the shipment. If the Service member personally arranged for the HHG transportation to that PDS, then he or she is responsible for stopping or redirecting the HHG shipment.

<b>Table 6-22. Diverting HHG Shipment during an Evacuation</b>	
<b>If...</b>	<b>Then the Service member is authorized...</b>
the HHG is en route to the PDS when an evacuation is ordered for the PDS and HHG is diverted,	<p>to ship all of the HHG to the designated place <i>or</i> part of the HHG to either the safe haven or designated place and part to NTS for the following:</p> <ul style="list-style-type: none"> <li>• Unaccompanied baggage and HHG that the appropriate authority authorized or approved as needed for the dependent’s comfort and well-being.</li> <li>• To retain part of the HHG at the old PDS as necessary for the dependent’s comfort and well-being when the dependent is required to remain there because the new PDS is evacuated.</li> <li>• To put the remainder of the HHG in NTS or send it to the PDS for the Service member’s use if the appropriate authority authorizes or approves the movement.</li> </ul>
the Government ships the HHG or it is turned over to a Government agent for transport and must be diverted,	payment for the Government to sort and repack HHG so it can be divided for transport to the appropriate location at Government expense.
the Service member personally arranges for HHG transportation,	to add the cost of sorting, repacking, and shipping additional authorized HHG to a safe haven, designated place, the old PDS, or NTS to the Government’s costs when using the cost comparison required in pars. 5210-D or 5210-E.
efforts to stop the HHG fail and it arrives at the PDS after the evacuation is ordered or authorized,	transportation as specified in this chart to the safe haven or designated place, as appropriate, as though the HHG were at the PDS when the evacuation was ordered.

## 0604 STANDARD ALLOWANCES FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

Refer to DSSR, Chapter 600 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a foreign location. Refer to 5 CFR §§ 550.401 through 550.409 for the evacuation allowances that apply to civilian employees and their dependents during an evacuation from a non-foreign location OCONUS or inside CONUS. Although DoD has adopted the DSSR and the CFR, some portions of these regulations have been modified to apply specifically to DoD. The DoD modifications to specific policy are contained in this section. When the DSSR and the CFR refer to “Agency head,” the applicable authority for a DoD civilian employee or the civilian employee’s dependent is through the Secretarial Process, the Secretary of the Service concerned, the Secretary’s designated representative, or the head of a DoD Component.

### 060401. Travel and Transportation Expenses

The en route travel and transportation expenses for a civilian employee or the civilian employee’s dependent who is ordered or authorized to depart the PDS for a safe haven are as specified in Chapter 2 for TDY travel.

<b>Table 6-23. Per Diem for a Civilian Employee or Dependent while Traveling to and from a Safe Haven</b>			
<b>Dependent's Age</b>	<b>Per Diem</b>		
<b>12 Years or Older</b>	The same per diem as a civilian employee on a TDY.		
<b>Under 12 Years</b>	An amount limited to one half of what a civilian employee traveling on a TDY receives.		
<b>Computation Examples</b>			
<a href="#">Example 1</a>	<a href="#">Example 2</a>	<a href="#">Example 3</a>	<a href="#">Example 4</a>

### **060402. Subsistence Expense Allowance or Per Diem**

A. Evacuation in a Foreign Location. The allowances in the DSSR, Chapter 600, apply when the evacuation is from a location OCONUS. The DSSR defines the subsistence expense allowance as the daily amount payable to assist in off-setting the cost of lodging, meals, and incidentals for evacuated civilian employees and their dependents. The subsistence expense allowance is computed differently, depending upon the type of lodging used, family composition, and certain formulas provided in the DSSR. For special family compositions not addressed by the DSSR, Chapter 600, submit requests for computational guidance through the appropriate CAP member to the Director, Office of Allowances, ATTN: (A/OPR/ALS), U.S. Department of State, Washington, DC 20522-0104.

B. Evacuation in the CONUS or a Non-Foreign Location OCONUS. The allowances in 5 CFR §§ 550.401 through 550.409 apply when the evacuation is from a location in the CONUS or non-foreign location OCONUS. When the CFR §§ 550.401 through 550.409 cites TDY allowances, or refers to the FTR, the rules in the Chapter 2 apply. The amount reimbursed for lodging is the actual lodging cost incurred by the dependent family, up to the maximum available to each dependent at that safe haven.

### **060403. Shipment of HHG**

A. HHG Shipment to Safe Haven. The shipment of HHG is authorized under the provisions of Title 5 U.S.C., Section 5727 when the evacuation is from a location in the CONUS or a non-foreign location OCONUS. Shipment may be authorized from the civilian employee's PDS to a safe haven pending a determination as to whether the civilian employee or dependent will:

1. Return to the PDS from which evacuated.
2. Transfer or be reassignment to another PDS.
3. Return to his or her actual residence when a civilian employee is serving a prescribed tour for duty at a location OCONUS under a service agreement.

B. HHG Shipment to Next PDS or Actual Residence. If it is known at the time of the evacuation, or later determined, that the civilian employee or dependents are not to return to the evacuated PDS, transportation for the civilian employee or dependent and HHG may be authorized from the PDS or safe haven to the civilian employee's next PDS, or actual residence if there is no PCS for a civilian employee serving at a PDS OCONUS under a service agreement.

### **060404. Subsistence Expense Allowance Rules During Annual Leave, Sick Leave, Home Leave, and Leave Without Pay—Evacuation OCONUS**

A. Eligibility. A DoD civilian employee away from the PDS OCONUS on annual leave, sick leave, home leave, or leave without pay when an evacuation is authorized should immediately contact the PDS for instructions. The civilian employee then returns to the PDS or receives authority to report to the safe haven or a TDY location. Dependents may be eligible for a subsistence expense allowance on the day after arrival at the authorized safe haven if the civilian employee has already started official travel to the PDS, TDY location, or safe haven.

B. Allowances. The civilian employee and dependents are authorized travel and transportation allowances if instructed to go to a safe haven. If the civilian employee is away on personal business when an evacuation is authorized, the cost of transportation to the safe haven is limited to what it would cost if traveling from the evacuated PDS to the safe haven. Upon arrival at the safe haven, payments of a subsistence expense allowance are authorized as specified in the DSSR, Chapter 600. A subsistence expense allowance is not paid to any evacuee authorized to receive per diem.

### **060405. Emergency POV Storage Due to an Evacuation OCONUS**

A. Eligibility. If the civilian employee or the employee's dependent must evacuate the PDS OCONUS, emergency storage of one POV may be authorized if one of the following applies:

1. The POV was transported, or authorized to have been transported, at Government expense to the PDS.

2. The civilian employee or the employee's immediate family member drove the POV to the PDS and the POV use was in the Government's interest.

#### B. Allowances

1. POV storage may be at a place determined to be reasonable by the DoD Component concerned, whether the POV is already located at, or being transported to, the PDS.

2. Expenses allowed for emergency storage of a civilian employee's POV include:

a. Actual POV storage expenses.

b. Readyng the POV for storage and then for return to the traveler after the emergency has ended.

c. Local transportation expenses to and from storage.

d. Other necessary expenses relating to POV storage and transportation.

3. The cost of insurance carried on the POV while it is in storage is the civilian employee's financial responsibility.

C. Advance of Funds. An advance for transportation and emergency storage of a POV may be paid limited to the estimated expenses amount authorized for that purpose.

### 060406. POV Shipment

A POV may be shipped at Government expense under the rules in Chapter 5 if the proper authority determines that the civilian employee cannot return to the evacuated PDS. The civilian employee must be given a PCS order to a new PDS or returned to the actual residence following separation from the PDS OCONUS if employed under a service agreement. There is no other authority to ship a POV in connection with an evacuation.

### 060407. Pet Transportation and Quarantine –Evacuation from Foreign PDS

A. Eligibility. A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign PDS.

B. Allowances. If the civilian employee transports the pets at personal expense, then reimbursement is limited to the constructed cost that the Government would have incurred if it had transported the pets. A civilian employee traveling on a separation order is not authorized reimbursement for pet transportation or quarantine fees. No authority exists to reimburse expenses associated with transporting a pet, including its quarantine, for an evacuation in the CONUS or a non-foreign location OCONUS.

### 060408. Subsistence Expense at the PDS When Home is Uninhabitable

A. Eligibility. A civilian employee who is required to work at the PDS whose home is uninhabitable in connection with the evacuation may be eligible for allowances.

#### B. Allowances

1. A civilian employee is authorized special allowance for subsistence expenses under 5 CFR § 550.405(b) when he or she returns to the PDS to work. A dependent who is not allowed to return to the PDS and remains at the safe haven receives safe haven allowances while the civilian employee was required to work at the PDS.

2. A dependent who returns to the PDS with the civilian employee and whose home is uninhabitable in connection with the evacuation may be authorized special allowances under 5 CFR 550.405(b) rather than returning to the uninhabitable home. Additional guidance is available in OPM's "[Handbook On Pay and Leave Benefits For Federal Employees Affected By Severe Weather Emergencies or Other Emergency Situations](#)" and the OPM e-mail, "Employee & Dependents Return to PDS But their Residence Uninhabitable," November, 17, 2005.

### 060409. POV and Local Transportation – CONUS or Non-foreign OCONUS Evacuation

There is no authority to reimburse POV shipment or local travel at the safe haven incurred during an evacuation from CONUS or a non-foreign location OCONUS:

### 060410. Limited Evacuations

A. Eligibility. A civilian employee or his or her dependent residing at or in the vicinity of the PDS in a CONUS or a non-foreign OCONUS location is eligible for evacuation allowances when the appropriate official in par. 060101 orders or authorizes the limited evacuation.

**B. Allowances**

1. Transportation is for one round trip from the civilian employee’s evacuated residence to the nearest available accommodation, which may be Government quarters, and return. When a POV is the transportation mode used, mileage is paid at the TDY mileage rate to the POV operator. There is no transportation reimbursement for a passenger in a POV.

2. Per diem is as specified in par. 060407 while at the safe haven location. [See Computation Example.](#)

**060411. Allowances when an Evacuation is Canceled**

Refer to the DSSR, Chapter 600, and 5 CFR §§ 550-406 and 550-407 for allowances and conditions for a civilian employee’s dependent to return to the PDS when an evacuation is canceled.

**060412. Family Visitation Travel (FVT) during an Evacuation**

**A. Eligibility**

1. A civilian employee who is a U.S. citizen assigned to a foreign PDS OCONUS for a tour of duty that lasts more than 1 year may be eligible for FVT if he or she (10 U.S.C. § 1599b and 22 U.S.C. § 4081):

- a. Has a service agreement that provides for return transportation at Government expense to his or her actual residence.
- b. Has an *immediate* family member who was evacuated from his or her foreign PDS.

<b>Table 6-24. Travel for FVT (Authorized or Approved by the AO)</b>	
<b>Authorization</b>	<b>Limitation of EVT Visit</b>
<ul style="list-style-type: none"> <li>• A civilian employee may be authorized FVT to travel at Government expense to a location in the CONUS, a non-foreign location OCONUS, or another location to visit <i>immediate</i> family members who were evacuated from the civilian employee’s foreign PDS.</li> <li>• If FVT is used for any other purpose, the civilian employee must repay any funds the Government has already paid and expenses the Government has already incurred for the FVT.</li> </ul>	<ul style="list-style-type: none"> <li>• Two round trips to the CONUS or non-foreign location OCONUS during a 1-year period.</li> <li>• More than two visits in a year to a foreign location must first be authorized.</li> </ul>

2. A civilian employee may request an exception to the time requirements specified in Table 6-25 for FVT to a foreign location through the Secretarial Process. Valid reasons must consider workload and scheduling.

<b>Table 6-25. Time Requirements for FVT Eligibility</b>		
<b>Limitation</b>	<b>FVT Destination</b>	
	<b>CONUS/Non-Foreign Location OCONUS</b>	<b>Foreign Location</b>
<b>Minimum Time at Current PDS</b>	Minimum of 3 months after the family members complete either of the following: <ul style="list-style-type: none"> <li>• Evacuation from the foreign PDS.</li> <li>• Return to the CONUS or non-foreign location OCONUS after being located at a safe haven in a foreign country.</li> </ul>	After the family members have been evacuated for 4 weeks.
<b>Intervals between FVT Trips</b>	Minimum of 3 months.	Minimum of 4 weeks.
<b>Scheduled Time Left at Current PDS</b>	FVT trips are not permitted within the final 3 months before the civilian employee's scheduled transfer, departure on renewal agreement travel (RAT), or voluntary separation.	FVT trips are not permitted within the final 4 weeks before the civilian employee completes the OCONUS tour of duty, transfers to a new PDS, departs on RAT, or voluntarily separates.

B. **Allowances.** FVT is a discretionary allowance and is not authorized for travel within the country of assignment. To the maximum extent possible, FVT must be combined with official required travel.

1. **Transportation.** The AO determines the authorized transportation mode. The provisions for transportation specified in Chapter 2 apply to FVT. Reimbursement for transportation is limited to the policy-constructed airfare between authorized locations.

a. If a POV is used, the mileage reimbursement is based on the "other mileage rate" specified in Chapter 2.

b. Indirect routing is allowed only when official duties must be performed en route or when it is to the Government's advantage to purchase a ticket in foreign currency at an intermediate point.

c. Excess and near excess foreign currencies must be used to the maximum extent feasible.

2. **Miscellaneous Reimbursable Expenses.** When travel is by commercial air, rail, or bus, the total transportation reimbursement is for the actual expenses incurred, limited to the Government-procured transportation cost between authorized locations. When travel is by POV, mileage is paid at the TDY mileage rate instead of actual expense, and is limited to the Government-procured transportation cost between authorized locations. Table 6-26 lists the reimbursable expenses authorized and not authorized during FVT. Reimbursable transportation costs include the actual ticket cost and those identified in Table 6-26 when not included as part of the ticket cost.

<b>Table 6-26. Reimbursable Expenses for FVT</b>	
<b>Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost</b>	<b>Allowances and Reimbursements not Authorized</b>
<ul style="list-style-type: none"> <li>• Travel Management Company fees.</li> <li>• Charges for the first checked bag up to the carrier's standard checked baggage allowance.</li> <li>• Arrival or departure taxes or fees.</li> <li>• Currency conversion fees for allowable</li> </ul>	<ul style="list-style-type: none"> <li>• Per diem or meal tickets.</li> <li>• Excess accompanied baggage.</li> <li>• Unaccompanied baggage.</li> <li>• Ground transportation from the permanent duty station (PDS), home, or destination to the</li> </ul>

Table 6-26. Reimbursable Expenses for FVT	
Reimbursable Transportation-Related Expenses when not Included as Part of the Ticket Cost	Allowances and Reimbursements not Authorized
transportation costs. • Ground transportation between interim airports.	airport and return. • Terminal parking fees.

3. FVT is to a CONUS or non-foreign location OCONUS

a. No more than two round trips to the CONUS or non-foreign location OCONUS may be authorized during a single year.

b. For FVT purposes, a year starts on the evacuation date of the civilian employee’s family or the date of return to the PDS OCONUS from RAT.

c. The total cost of visitation travel during a 1-year period may not exceed the cost of two economy or coach class round trips to the family’s residence.

d. One FVT may be permitted for each full six-month period of service at an evacuated PDS OCONUS.

e. A civilian employee’s absence from the PDS for FVT is limited to a total of 48 calendar days in 1 year, including travel time, but excluding days on duty or in an official travel status. An FVT visit should not exceed 24 calendar days, including travel time.

f. A civilian employee is expected to spend a minimum of 7 days per visit in the CONUS or non-foreign location OCONUS.

4. FVT is to a Foreign Location

a. More than two visits to family members who are at a foreign location may be allowed during a 1-year period provided that:

(1) The trips’ cost does not exceed the cost of two economy or coach-class round trips to the civilian employee’s actual residence.

(2) The cost of each economy or coach-class round trip does not exceed the policy-constructed cost of a round trip to the civilian employee’s actual residence. The policy-constructed cost is calculated at the time the first trip is taken and applied to subsequent trips.

b. A civilian employee’s absence from the PDS may not exceed:

(1) A total of 48 calendar days in 1 year. This includes travel time, but does not include days on duty or in an official travel status.

(2) Forty-eight calendar days divided by the fractional part of 1 year to ensure the number of days FVT is taken does not exceed the portion of the calendar year during which the benefit has accumulated.

C. Funding. The civilian employee’s command funds the FVT and reimburses the authorized

expenses. The civilian employee is financially liable for any expenditure not authorized or approved. Directions on how and when to charge leave related to FVT are in DoD Instruction (DoDI) 1400.25, Vol. 630, "DoD Civilian Personnel Management System: Leave," and DoDI 1400.25, Vol. 1260, "DoD Civilian Personnel Management System: Home Leave," both dated March 19, 2015, and incorporating Change 2, effective May 8, 2015.

## APPENDIX X: RESOURCES

### A. Programs and Pilots

1. DoD Integrated Lodging Program Pilot (ILPP). Effective for all orders or authorizations issued on or after 15 June 2015 or the date the ILPP begins at a site. [Pilot sites and their start dates](#).

a. Authority. FY 2015 NDAA, Sec. 914, allows DoD to conduct a Government lodging program pilot until 31 December 2019. DoD has established the ILPP to achieve reduced rates, provide better services, enhance the traveler's experience, and provide greater safety and security. This Government lodging program allows DoD to direct both Service members and civilian employees to the use TDY lodging in the following priority order:

- (1) Government Quarters (See Appendix A1).
- (2) Privatized Lodging, e.g., Privatized Army Lodging (PAL).
- (3) DoD Preferred Commercial Lodging.

b. Eligibility. Includes DoD travelers on TDY with an overnight stay at one of the selected ILPP sites. This pilot does not apply to USCG, PHS, or NOAA personnel.

c. Scope. DoD will select a limited number of sites based on analysis of lodging spend and pilot objectives. DTMO negotiates lodging terms, rates, conditions, and amenities such as free parking or Internet to best leverage purchasing power. The initial phase of the pilot focuses on short-duration or transient lodging (for less than 30 nights). Other phases may focus on other lodging areas such as longer duration or extended-stay lodging (30 or more nights). Lodging accommodations must meet FEMA requirements listed on the [U.S. Fire Administration](#) Internet site and DoD safety and security standards and requirements.

d. Policy Requirements. Travelers on TDY to an ILPP site must use approved DoD Preferred lodging accommodations when Government Quarters or PPV lodging are not available. The DTMO website lists approved properties (see the [ILPP Approved Vendor List](#)). A traveler must book preferred commercial lodging through DTS or the contracted TMC.

(1) Service Members Only. The AO may direct Service members TDY to a U.S. installation at one of the selected ILPP sites to use available Government dining facilities when lodging is available in a facility located on that installation and it is participating in the Government Lodging Program. On days when one or more meals are available and directed, the AO will compute the M&IE portion of per diem at the proportional or government meal rate, as appropriate. A Government dining facility is not available on travel days or when the AO determines:

- (a) The use of the Government dining facility will adversely affect mission performance.
- (b) There is excessive distance between the Government dining facility and places of duty or lodging and using the Government dining facility would cause additional local transportation expenses.
- (c) Duty hours and Government dining-facility operating hours are not compatible.

#### e. Government Quarters Use

(1) Civilian employees TDY to a U.S. installation not nearby at one of the ILPP sites must use adequate, based on DoD and Service standards, Government Quarters when available. If adequate Government Quarters are available and the civilian employee chooses to use other lodging

reimbursement is limited to the cost of the Government Quarters. Government Quarters are considered not available when:

- (a) The TDY is at other than a U.S. installation.
- (b) The AO determines that Government Quarters use would adversely affect mission performance. An SES may personally determine Government Quarters availability.
- (c) A civilian employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status.
- d. The TDY is to a Joint Base and the Government Quarters are located on a part of the Joint Base that is geographically separated, in other words do not share a common perimeter, from the duty location.
- e. Reservations cannot be booked in DTS.

(2) **Service Members Only.** The rules in par. 020303-C, "Use of Government Quarters," apply to Service members.

f. **Exceptions.** The AO may authorize or approve an exception to the required use of a Government lodging program property at an ILPP site when:

- (1) Lodging is not available at the approved lodging accommodations. See subpar. 2 below for non-availability documentation.
- (2) There is excessive distance between the lodging facility and places of duty and the use of approved lodging would cause additional local transportation expenses.
- (3) The use of a Government lodging program property at an ILPP site facility adversely affects mission performance.
- (4) The traveler can obtain a room rate lower than the ILPP maximum rate.
- (5) The traveler has a documented disability or special need.

g. **Non-Availability Documentation.** The traveler must document that Government Quarters are not available by one of the following:

- (1) A non-availability confirmation number provided by the Service's lodging registration process.
- (2) The date the traveler attempted to make reservations, along with the phone number and name of the billeting office point of contact.
- (3) The civilian employee's certification that Government Quarters were not available on arrival.

h. **Lodging Reimbursement for Travelers Who Elect Not to Use the ILPP.** When an ILPP is available but not used by the traveler, lodging cost reimbursement is limited to the amount the Government would have paid if arrangements had been made directly through the TMC or DTS. The traveler must be reimbursed actual lodging costs no greater than the rate the Government would have paid, in other words the ILPP negotiated rate, plus taxes, unless the traveler is tax exempt at that location for commercial lodging. The traveler is financially responsible for all other costs associated with other than ILPP site use.

i. **TMC Transaction Fees.** When the traveler does not use DTS or an available TMC, the transaction fee for personally procured lodging is not reimbursable. When a TMC is not available, the transaction fee incurred for arranging lodging is a reimbursable expense.

j. Selected ILPP Sites, Rates and Start Dates. Sites include metropolitan areas. The DTMO website contains [ILPP Pilot Sites](#), [ILPP Rates](#), and [ILPP Start Dates](#).

## 2. DoD Travel System Pilot

a. Authority. Pursuant to 37 USC §454, the DoD intends to conduct a Travel System Pilot. In April 2015, DoD Senior Leadership selected Defense Travel System Modernization as the subject of a two-week “discovery sprint” led by the United States Digital Service, an initiative of the Executive Office of the President that provides consultation services to Federal agencies with the goal to make Government services simple, effective, and efficient. Recommendations included implementing commercial, off-the-shelf software as a service-based solution for travel reservations and expense management.

b. Eligibility. A small sample of the user community will pilot the solution, understanding that these users need additional oversight.

c. Scope. The DoD Travel Modernization Pilot will operate for approximately 18 months. The initial phase of the pilot will focus on short duration business TDY and other phases will focus on other types of travel with the potential to phase out legacy systems.

### d. Reimbursement

(1) Per diem, lodging, meals and incidental expenses (M&IE) are reimbursed IAW the JTR. **Exception: The Proportional Meal Rate (PMR) no longer applies to travelers who are provided one or two meals at Government expense. Instead of paying the PMR, the meals portion of the M&IE must be reduced for each meal provided by the Government at no cost, including meals paid by the Government in a conference fee. If all meals are provided, only the IE is paid. Reductions should be made by deducting the appropriate meal amount shown at [www.gsa.gov/mie](http://www.gsa.gov/mie) for travel within CONUS and the table in [FTR, Appendix B](#) to Chapter 301 for OCONUS and foreign travel meal deductions.**

(2) Transportation expenses are reimbursed as provided for in the except that mileage is computed using a commercially available mileage computation program. TDY mileage station to station is determined based on calculations from physical address to physical address, ZIP code to ZIP code, or city to city. Local and terminal transportation mileage is determined based on calculations from physical address to physical address or odometer readings.

e. Mileage Computation. The Department of Defense (DoD) Travel Modernization Pilot Program is exempt from using the [DTOD](#) and will use commercially available mileage software for computing mileage payments for TDY under the program.

## 3. Lodging Programs

a. General. The Army Lodging Success Program, Navy Elite Lodging Program, and GSA’s Fed Rooms Lodging Program provide adequate quality lodging at or below per diem and at properties often close to TDY location worksites. Use of lodging facilities in these programs often results in cost savings to the Government. Not all programs are available to all official travelers. The Fed Rooms Lodging Program lodging rate is indicated by the use of an ‘XVU’ rate code as opposed to a ‘GOV’ or other rate code.

b. The following Lodging programs are not Government (DoD) Quarters:

- (1) Army Lodging Success Program.
- (2) Navy Elite Lodging Program.
- (3) GSA’s Fed Rooms Lodging Program.
- (4) Government-contracted lodging not located on the traveler’s assigned installation.

c. Government-Contract Lodging (Service Members Only). The Secretary concerned may direct the use of Government contract lodging, at or near the U.S. installation or reservation, specifically contracted for a Service member assigned TDY to a contingency operation for 181 or more days at one location. An AO should consider transportation between the lodging and work site when arranging Government-contract lodging. Directing the use of Government-contract lodging off the U.S. installation does not permit directing the use of the GMR.

B. Miscellaneous

1. HHG Authorized Locations and Weight Allowance. The following table summarizes authorized locations and weight allowance for the movement of HHG under a TDY order. The referenced paragraphs provide benefit details and should be reviewed for thorough understanding.

Order Type and JTR References	HHG Authorized Locations and Weight Allowance Footnotes
TDY order, a temporary to permanent duty order, or a combination thereof (par. 020501).	1, 2, 3, 4, 5, 6, 7, 8
An RC member called or ordered to active duty for initial active duty for training for less than 6 months at 1 duty station.	8, 10, 12, 16, 17
An RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at 1 duty station.	
An RC member called or ordered to active duty for training for 20 or more weeks with fewer than 20 weeks at any one location (par. 5282).	
A PCS with TDY or deployment en route (pars. 020501 and 5242)	1, 2, 4, 5, 6, 9
A TDY without being directed to return to the PDS or TDY pending further assignment (pars. 020501, 020502, 020503, and 020504).	5, 6, 9, 17
An ITDY from a PDS (pars. 031201 and 020504).	1, 4, 5, 9, 17, 20
From a PDS to a TDY location pending assignment to ship not designated for arduous duty and not OCONUS for 1 year or more (pars. 020501 and 020504).	4 (“ship home port”), 5, 9, 17
From a PDS to a TDY location pending an assignment OCONUS or an assignment to a ship designated for unusually arduous sea duty or operating OCONUS for 1 year or more (pars. 020501 and 020504).	4, 5, 9, 17, 20
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is not specified as unusually arduous (par. 4560-B).	4 (“ship home port”), 5, 9
Ordered from a PDS to TDY for building, fitting out, converting or reactivating a ship that is specified as unusually arduous (par. 020501).	5, 9, 20
TDY or deployment of 90 or more days or an indefinite period when no PCS is involved (pars. 020502 and 020503).	5 (“special storage”), 9
TDY or deployment of an RC member called or ordered to active duty under unusual or emergency circumstances or service exigencies for other than training (pars. 020502 and 020503).	5 (“special storage”), 9
Relief from active duty for an RC member called or ordered to initial active duty for training for less than 6 months.	6 (“no longer than 30 days”), 8, 11, 13, 15, 19
Relief from active duty for an RC member called or ordered to active duty for training for 20 or more weeks but less than 20 weeks at any one location.	
Relief from active duty for an RC member called or ordered to active duty, including active duty for training, for less than 20 weeks at one duty station (par. 5320-E).	

Recalled to active duty for TDY after separation from the service or relief from active duty (par. 5320-K)	5 (Continued storage only if the Service member qualifies for special storage under pars. 020502 and 020503.), 8 (Authorized locations depending on the TDY order. Upon separation following recall, see par. 5320, for authorized places.)
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Footnotes	HHG Authorized Locations and Weight Allowance
1	From PDS To TDY
2	From TDY To TDY
3	From Last TDY To Old PDS
4	From Last TDY To New PDS
5	NTS
6	SIT
7	TDY Weight in Addition to PCS Weight Allowance (see par. 020501)
8	TDY Weight Allowance
9	PCS Weight Allowance
10	From HOR
11	To HOR
12	From HOS
13	To HOS
14	From PLEAD or place from which called or ordered to Active Duty for Training
15	To PLEAD or to place from which called or ordered to Active Duty for Training
16	To First PDS
17	To Any Subsequent PDS
18	From Last Duty Station
19	From PLACE HHG Last Transported at Government Expense
20	Any Point in CONUS Selected by Service Member

2. Sample Excess Cost Agreement. The following is a sample excess cost agreement required in par. 033202.

DoD Component Letterhead

Date

SUBJECT: Excess Cost Agreement for Travel and Transportation Costs

The appropriate designated point for obtaining medical or dental care for:

Employee's or Dependent's Name: \_\_\_\_\_

has been determined to be: \_\_\_\_\_

(Designated Point)

I agree to pay or reimburse to the Government excess travel and transportation costs incurred by myself, my dependent, attendant, escort, or accompanying family member over what such travel to and from the designated point would have cost.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

3. Invitational Travel for a Government Contractor or Contractor Employee

a. Travel of Government Contractor or Contractor Employee. This Part directs Government contractors and contractor's employees to other resources for travel and transportation information. The provisions in the JTR do not apply to Government contractors or their employees. The rules in the [Federal Acquisition](#)

[Regulations \(FAR\) §31.205-46](#) govern government contractor and contractor employee travel costs. For these reasons, a contractor is not eligible for an Invitational Travel Authorization (ITA) in the execution of a contract. See [DoDI 3020.41](#) for information regarding contractors.

b. Government’s Travel and Transportation Program Restrictions. Commercial vendors are under no obligation to extend Government rates for the Government’s travel and transportation programs listed below to a contractor working on the Government’s behalf. A contractor’s employee must contact the contracting agency or the Government Contracting Office Representative (COR) regarding the use of the Government’s travel and transportation programs for official travel. A Government Contractor Official Travel Letter of Identification signed by the authorizing Government’s contracting officer may encourage a vendor to extend rates reserved for Government employees to the contractor and its employees.

(1) Contract City Pair Air Passenger Transportation Program and Other Government Fares. GSA’s contracts with the airlines and the Defense Transportation Regulation, [DTR 4500.9-R, Part I, Chapter 103](#), governs the use of City Pair Program fares. The airlines’ fare structures and rules govern the use of other airfares reserved for Government employees on official business. A Government contractor is not eligible to participate in the GSA City Pair Program for air transportation services.

(2) Rail Service. Commercial passenger rail vendors may voluntarily offer discount rates to contractors who are on official Government business at the vendor’s discretion.

(3) Lodging Programs. GSA (i.e., FedRooms) and the Services’ lodging programs may voluntarily offer discount rates to contractors who are on official Government business at the vendor’s discretion.

(4) Car Rental Program. The DTMO negotiates special rate agreements with car rental companies. These rates are available to all Government employees and uniformed personnel while traveling on official Government business. Some commercial car rental companies may voluntarily offer similar discount rates to Government contractors at the vendor's discretion.

C. Government Contractor Letter of Authorization and Identification. See [DoDI 3020.41](#) for information regarding contractors.

4. Sample Format Invitational Travel Authorization (ITA). The following sample may be used as a guide for all DoD Services to prepare an ITA. Use of the sample format is not mandatory.

**INVITATIONAL TRAVEL AUTHORIZATION**

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_

You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_  
(Date)

for the purpose of \_\_\_\_\_  
for approximately \_\_\_\_\_ days, and to return to the departure point.

A statement must be included on the ITA specifying that alternate means, such as Secure Video-Teleconference or other Web-based communication, are insufficient to accomplish travel objectives. The [JTR](#) is available on the [Defense Travel Management Office website](#).

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  See below for travel by POV.

- The authorizing or order-issuing official has arranged transportation.
- Transportation tickets are included with this authorization.
- Transportation tickets shall be provided at a later date.

Note: Please guard transportation tickets carefully. A traveler remains financially responsible to the Government for the cost of the lost or stolen ticket, regardless of fault or negligence. A traveler is responsible for purchasing a replacement ticket and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, reimbursement may be made to the traveler for the second ticket, limited to the cost of the first ticket. All unused tickets must be turned into the Travel Management Company (TMC).

To arrange transportation call: (\_\_\_\_)\_\_\_\_\_

When a TMC is available but not used by a traveler, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Reimbursement for transportation is limited to the least expensive coach or economy air accommodations, unless otherwise permitted in par. 0202. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation when the Government funds the travel. The TMC and AO, therefore, require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available. There is no transportation reimbursement, for any leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used.

You are authorized to travel by POV since it is to the Government’s advantage. You will be reimbursed using the mileage rates as listed at <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are authorized for reimbursement, plus per diem while in travel status under this authorization.

You are authorized to travel by POV on a constructed basis. You would ordinarily be authorized to travel by airplane, train, or bus. Reimbursement is limited to the constructed cost of the ordinarily authorized transportation type including per diem.

You will receive per diem to cover your expenses for lodging, meals, and incidental expenses. If you are lodged in a CONUS or non-foreign area OCONUS a lodging tax is a reimbursable expense. If you are lodged in a foreign area OCONUS, the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The current rates are at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. See par. 0203 for applicable rules.

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	M&IE Rate	Total Per Diem

You are to be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidental expenses (M&IE). You must itemize your lodging expenses. M&IE is paid at the locality per diem rate without itemization.

You are to be paid an AEA for lodging and M&IE. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required. See par. 020307 for applicable rules.

AEA Authorized:

Locality	Maximum AEA Allowance	Amount allowed for M&IE if M&IE authorized on a per diem basis.

Note: Ticket stubs or itinerary copies are required to substantiate your transportation cost. DoDFMR, Vol. 9, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more.

Address any inquiries regarding this travel to: \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest and is chargeable to: \_\_\_\_\_